



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

BYLAWS

ARTICLE I

NAME

Article I. Name and Relationship to American Physical Therapy Association

The American Council of Academic Physical Therapy, hereinafter referred to as “ACAPT,” **is a Virginia Not-For-Profit Corporation.** shall be a component of the American Physical Therapy Association, hereinafter referred to as the “Association.”

ARTICLE II

PURPOSE

Section 1. Purposes. The purposes of ACAPT are:

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

ARTICLE III

MEMBERSHIP

Section 1: Categories and Qualification of Membership. ACAPT shall have the following membership categories:

A. Member Institutions

1. Institutions of higher education located in the United States of America with a physical therapist education program that is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) and that pays the annual dues to ACAPT shall be Member Institutions of ACAPT.
2. Member Institutions shall be represented by one (1) DPT program director or one (1) full-time core faculty member, as defined by CAPTE, in the program as designated by the program director. This individual shall be referred to as the “Representative.”
 - a. Member Institutions shall identify their Representative each year at the time dues are paid.
 - b. Member Institutions with more than one (1) separately accredited physical therapist education program may have one (1) Representative for each of those accredited physical therapist education programs.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

- 1 c. Each Representative from any Member Institution must be a member in good
2 standing of the Association.
3 d. The Member Institution may change its Representative at any time by providing
4 written notice of the change to ACAPT.

5 B. Individual Members

- 6 1. A faculty member or clinical affiliate of a Member Institution who has been confirmed
7 through the Member Institution's Representative shall be admitted to membership as
8 an Individual Member.
9

10 **Section 2: Rights of Representatives of Member Institution Representatives.**

11 Representatives of Membership Institutions shall have the following rights:

12 A. To attend all ACAPT business meetings and:

- 13 1. To speak in debate;
14 2. To make, co-sponsor, and second motions;
15 3. To vote;
16 4. To hold office;
17 5. To serve in appointed positions;
18 6. To serve on task forces and committees; and
19 7. To be elected to a leadership position of a Consortium.

20 B. To designate an Individual Member of the Membership Institution with authority to act 21 according to the rights outlined in A. above on behalf of the Representative in his/her 22 absence.

- 23 1. Delegation of the authority of the Representative of a Member Institution to an
24 Individual Member from the same institution must be:
25 a. submitted in writing to ACAPT by the Representative of the Member Institution
26 at least one (1) week in advance of exercising a Member Institution's right to
27 representation; or
28 b. hand-carried by the Individual Member to the business meeting and presented to
29 the Secretary prior to the start of the meeting.
30 2. In extenuating circumstances, an administrative representative of the Membership
31 Institution may execute the written notice.
32

33 **Section 3. Rights of Individual Members.** Individual Members shall have the following 34 rights:

35 A. To attend all ACAPT business meetings and:

- 36 1. To speak in debate;
37 2. To make motions that are co-sponsored by the same Member Institution's
38 Representative;
39 3. To serve in appointed positions; and
40 4. To serve on task forces and committees.
41

42 **Section 4: Application for and Admission to Membership**

43 A. Membership Institutions. Payment of ACAPT dues shall constitute application for and
44 admission to membership.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

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 admitted to
3 membership. Individual members do not pay dues to ACAPT.
4

5 **Section 5: Good Standing.** Good standing shall be defined as follows:

6 A. Member Institutions .

- 7 1. Timely payment of all ACAPT dues; and
- 8 2. Maintenance of accreditation through CAPTE.

9 B. Individual Members.

- 10 1. Are a faculty member or clinical affiliate confirmed by the Representative of a
11 Member Institution.
12

13 **Section 6. Suspension or Revocation and Termination of Membership.**

14 A. Member Institutions:

- 15 1. A Member Institution whose dues have not been received by forty five (45) calendar
16 days before the Annual Meeting shall be considered to be in arrears and its membership
17 rights shall be suspended.
- 18 2. A Member Institution whose dues are not received within fourteen (14) calendar days
19 before the Annual Meeting shall have its membership revoked and all rights of membership
20 shall be terminated.
- 21 3. If a Member Institution no longer has a program accredited by CAPTE, the Member
22 Institution shall have its membership revoked and all rights of membership shall be
23 terminated.
 - 24 a. If one of the separately accredited programs of a Member Institution with more
25 than one program is no longer accredited by CAPTE, the Representative
26 associated with that program shall cease to be a Representative and may not
27 exercise any membership rights on behalf of the Member Institution.

28 B. Individual Members:

- 29 1. Any Individual Member who is suspended by the Association and/or Member
30 Institution shall have his or her membership rights suspended. Membership rights may be
31 reinstated upon reinstatement by the Association and/or Member Institution
- 32 2. An Individual Member who is expelled by the Member Institution shall have his/her
33 membership rights terminated.
34

35 **Section 7: Reinstatement**

36 A. Member Institutions

- 37 1. A Member Institution whose membership has been revoked due to nonpayment of dues
38 may be readmitted upon payment of dues.
- 39 2. A Member Institution whose membership has terminated due to loss of accreditation
40 may reapply for admission if Accreditation status is reinstated.

41 B. Individual Members

- 42 1. A former Individual Member of ACAPT who is in good standing in the Member
43 Institution may be reinstated to ACAPT Individual Membership if that individual meets
44 the requirements of Individual Membership.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ARTICLE IV MEETINGS

Section 1: Annual Meeting. An Annual Meeting of the Member Institutions:

- A. Scheduling. Shall be held each year at a date, time, and place as determined by the Board of Directors;
- B. Purpose. Shall be held for the purpose of conducting ACAPT's business and other activities in accordance with the purposes of ACAPT.
- C. Authority of Representative. The Representative, or the Representative's designee, shall have the authority to:
 1. Amend, revise, or rescind the Articles of Incorporation or the Bylaws;
 2. Enact policies of ACAPT;
 3. Approval all resolutions and statements of opinion in the name of ACAPT; and
 4. Act on any other business appropriate to come before the Member Institutions.
- D. Motions.
 1. Proposed motions must be submitted to ACAPT's Board of Directors no later than two (2) months prior to the date of the Annual Meeting.
 2. The Board of Directors shall provide the motions meeting the two month deadline and to be considered at the Annual Meeting to the Representatives at least thirty (30) days prior to the date of the Annual Meeting.
 3. Motions that do not meet the two (2) month requirement may be considered at the Annual Meeting upon a two-thirds (2/3) vote of the Representatives present and voting.
 4. Motions that do not meet the two (2) month requirement shall be distributed to all Representatives at the start of the Annual Meeting.

Section 2. Special Meetings

- A. Scheduling. Special Meetings of the Representatives may be called by a majority vote of the Board of Directors and/or shall be called upon receipt of written petitions from Representatives representing at least a majority of Member Institutions.

Section 3. Notice

- A. Written notice of the date, time, and place of the Annual Meeting shall be sent to all Member Institutions at least thirty (30) days before the date of the scheduled meeting.
- B. Written notice of the date, time, and place of a Special Meeting shall be sent to all Member Institutions at least ten (10) days before the date of the scheduled meeting.
- C. Notice may be provided by mail, personal service, or to the electronic mail address on record at ACAPT for the Member Institution Representative.

Section 4. Quorum

- A quorum for any Annual or Special Meeting shall be at least a majority of the Representatives representing the Member Institutions in good standing with ACAPT.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

ARTICLE V OFFICERS

1
2
3
4 **Section 1. Officers.** The officers of ACAPT shall be a President, Vice President, Secretary,
5 and Treasurer.

6
7 **Section 2. Duties.** The officers shall perform the duties provided in this section and such other
8 duties as are prescribed for the office in these bylaws, by the ACAPT Board of Directors, by
9 the president, or in the adopted parliamentary authority.

10 A. Duties of the President. The President shall:

- 11 1. Preside at all meetings of the Board of Directors, and Executive Committee;
- 12 2. In the event of the absence or incapacity of the Vice President, preside at the meetings
13 of the Representatives of the Member Institutions;
- 14 3. Be the official spokesperson for ACAPT or shall designate an individual to serve as
15 spokesperson;
- 16 4. Present a written report of the activities of ACAPT at the Annual Meeting; and
- 17 5. Serve as an ex officio member of all committees except the Nominating Committee.

18 B. Duties of the Vice President. The Vice President shall:

- 19 1. Preside at all meetings of the Representatives of Member Institutions;
- 20 2. Temporarily assume the duties of President in the absence or incapacity of the
21 President; and
- 22 3. In the event of a vacancy in the office of President, succeed to the Presidency for the
23 remainder of the unexpired term.

24 C. Duties of the Secretary. The Secretary shall:

- 25 1. Be responsible for ensuring that minutes of all meetings are recorded and distributed
26 for all meetings of the Representatives, the Board of Directors, and the Executive
27 Committee;
- 28 2. Be responsible for ensuring that all official notices are provided to the membership;
29 and
- 30 3. Be responsible for ensuring the maintenance of the records of all official actions of the
31 Representatives, the Board of Directors, and the Executive Committee.

32 D. The Treasurer. The Treasurer shall:

- 33 1. Present the annual budget to the Board of Directors;
- 34 2. Maintain complete and accurate financial records, including a record of all receipts and
35 disbursements;
- 36 3. Provide a written financial report at the Annual Meeting;
- 37 4. Serve as Chair of the Finance Committee;
- 38 5. Recommend to the Board of Directors an auditor to complete the annual audit of the
39 financial records; and
- 40 6. Provide financial reports to the Board of Directors at least quarterly or upon request of
41 the Board.

42
43 **Section 3. Term of Office.**



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

- 1 A. Officers shall assume office at the close of business at the Annual Meeting in the year in
2 which they are elected.
- 3 B. The term of office shall be for three years or until a successor is elected and assumes
4 office.
- 5 1. A person who serves more than half of a term in an office shall be considered as having
6 completed a full term.
- 7 C. No person shall serve more than two (2) consecutive terms on the Board of Directors or
8 more than two consecutive terms in the same office.
- 9 1. A person who has completed the maximum consecutive terms shall be eligible to run
10 for office again after one full year out of office.
- 11

12 **Section 4. Vacancies.**

- 13 A. If a vacancy occurs in any office except President, within the first twelve months of a
14 three-year term and at least two months before the Annual Meeting, the Nominating
15 Committee shall present at least one (1) candidate for election at the next Annual Meeting
16 to fill the remainder of the unexpired term.
- 17 B. If a vacancy occurs after the first twelve months of a three-year term, or if the vacancy
18 occurs less than two months before the Annual Meeting, the Board of Directors shall
19 appoint an individual to fill the vacancy for the unexpired term.
- 20 C. Individuals appointed to fill a vacancy for less than one-half of a full term shall be eligible
21 to be elected and serve for two full terms.
- 22

23 **ARTICLE VI** 24 **BOARD OF DIRECTORS**

25

26 **Section 1. Composition** The Board of Directors of ACAPT shall be the officers and five
27 Directors-at-Large. The Executive Director shall be an ex-officio member without vote.

28

29 **Section 2. Qualifications.** Only Representatives of Member Institutions are eligible to serve
30 on the Board of Directors.

31

32 **Section 3. Duties.** The Board of Directors shall:

- 33 A. Carry out the mandates and policies of ACAPT as set by the membership at the Annual
34 Meeting;
- 35 B. Foster the growth and development of ACAPT;
- 36 C. Approve the annual budget;
- 37 D. Create and appoint special committees and task forces as necessary;
- 38 E. Create and appoint consortia as necessary, and facilitate the activities of the consortia;
- 39 F. Establish the date, time, place, and program for the Annual Meeting;
- 40 G. Develop and maintain procedural documents related to the Bylaws;
- 41 H. Review and revise ACAPT policies for consistency with policies adopted by the
42 membership at a Meeting;
- 43 I. Have general supervision of ACAPT between meetings of ACAPT. No action of the Board
44 shall countermand any action taken by the membership of ACAPT.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

1
2 **Section 4. Meetings.**

- 3 A. Regular Meetings. The Board of Directors shall meet at least two times per calendar year,
4 at a date, time, and place established by the Board of Directors.
5 B. Special Meetings. Special meetings may be called by the President and shall be called
6 upon the written request of a majority of the members of the Board.
7 C. Electronic Meetings. The Board of Directors may meet via electronic means as long as all
8 there is simultaneous aural communication amongst all individuals participating.
9 D. Notice of Regular Meetings. Notice of regular meetings shall be provided no later than 30
10 days prior to the date of the scheduled meeting.
11 E. Notice of Special Meetings. Notice of a special meeting shall be provided no later than 10
12 days prior to the date of the meeting and shall include the purpose for which the meeting
13 is called.
14 F. Quorum. The quorum for any regular or special meeting shall be a majority of the
15 members of the Board of Directors then in office.
16

17 **ARTICLE VII**
18 **COMMITTEES**

19
20 **Section 1. Executive Committee.**

- 21 A. Composition. The Executive Committee shall be composed of the officers of ACAPT. The
22 Executive Director shall serve as an ex-officio member without vote.
23 B. Duties. The Executive Committee shall exercise the responsibilities of the Board of
24 Directors between meetings of the Board of Directors. All actions taken by the Executive
25 Committee shall be reported to the Board of Directors at the next meeting of the Board of
26 Directors. No action of the Executive Committee shall countermand the actions of the
27 Board of Directors or the membership of ACAPT.
28 C. Meetings.
29 1. Regular Meetings. The Executive Committee shall meet at least two times per
30 calendar year at a date, time, and place established by the Executive Committee.
31 2. Special Meetings. Special meetings may be called by the President and shall be
32 called upon the written request of a majority of the members of the Executive
33 Committee.
34 3. Notice of Regular Meetings. Notice of regular meetings shall be provided no later
35 than 30 days prior to the date of the scheduled meeting.
36 4. Notice of Special Meetings. Notice of special meetings shall be provided at least 48
37 hours in advance of the meetings and shall include the purpose for which the
38 meeting is called.
39 5. Quorum. The quorum for any regular of special meeting shall be a majority of the
40 members of the Executive Committee.
41 6. Electronic Meetings. The Executive Committee may meet via electronic means as
42 long as all there is simultaneous aural communication amongst all individuals
43 participating.
44



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

1 **Section 2. Finance Committee.**

- 2 A. Composition. The Finance Committee shall be chaired by the Treasurer and shall include
3 at least two (2) other members appointed by the ACAPT Board of Directors. In each year
4 in which a Treasurer is not elected, at least one (1) member shall be appointed
- 5 B. Term. The term of office for the members appointed by the Board of Directors shall be
6 three years or until a successor is appointed and assumed office.
- 7 C. Duties. The Finance Committee shall:
- 8 1. Advise the Board of Directors on matters pertaining to ACAPT's financial needs,
9 growth, and stability based on a periodic review of income, expenditures, and
10 investments.
 - 11 2. Prepare an annual budget for the Treasurer to present to the Board of Directors.
 - 12 3. Serve as the contact point for the independent auditors, meeting at least annually
13 with the auditors to discuss the annual audit.
 - 14 a. The committee shall advise the Board of Directors of any irregularities or
15 materials findings in the financial records.

16 **Section 3. Nominating Committee.**

- 17 A. Composition. The Nominating Committee shall consist of three (3) members who are
18 Representatives of Member Institutions and who are elected by the Representatives at the
19 Annual Meeting.
- 20 B. Term. Members shall serve a term of three (3) years or until their successors are elected
21 and assume office.
- 22 1. The term of office shall commence at the adjournment of the Annual Meeting at
23 which the member is elected.
 - 24 2. One (1) member of the committee shall be elected at each Annual Meeting.
 - 25 3. No individual shall be elected or appointed to successive complete terms.
- 26 C. Chair. The chair of the committee shall be elected annually by the committee from the
27 members of the committee.
- 28 D. Duties. The Nominating Committee shall:
- 29 1. Provide a slate of candidates for each position up for election.
 - 30 a. Each candidate shall consent in writing to serve;
 - 31 b. The slate of candidates shall be provided to the Representatives at least two (2)
32 months prior to the Annual Meeting;
 - 33 2. Foster activities that maintain and promote a pool of qualified individuals willing
34 to be nominated for office;
 - 35 3. Perform other duties as prescribed by these Bylaws or as directed by the Board of
36 Directors or the ACAPT membership.

37 **Section 4. Reference Committee.**

- 38 A. Composition. The Reference Committee shall consist of three (3) Representatives
39 appointed by the Board of Directors. The Vice President shall serve as an ex-officio
40 member.
41
42



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

- 1 B. Term. Each appointed member shall serve a term of three (3) years or until the successor
2 is appointed and assumes office. One (1) member shall be appointed each year no later
3 than November 1.
4 C. Duties. The Reference Committee shall review all proposals and/or amendments to the
5 Bylaws which are to be presented to the Representatives at the Annual Meeting.
6

ARTICLE VIII NOMINATIONS AND ELECTIONS

7
8
9
10 **Section 1. Nominations by Committee.** The Nominating Committee shall present a slate of
11 officers, directors, and Nominating Committee member in accordance with Article VII of these
12 Bylaws.
13

Section 2. Nomination by Petition.

- 14
15 A. On petition of at least five (5) Member Institution Representatives, a qualified
16 representative shall have his/her name placed in nominating for officer, director, or
17 Nominating Committee member. The Representative shall have consented in writing to
18 serve as elected to the office for which he/she is nominated.
19 B. A nominating petition must be filed with the Secretary no later than fourteen (14) days
20 after the slate presented by the Nominating Committee has been presented to the
21 Representatives.
22 C. Candidates nominated by petition shall be provided similar opportunities for publication
23 of candidacy to the Representatives as the opportunities provided a candidate nominated
24 by the Nominating Committee.
25

Section 3. Elections.

- 26
27 A. The Representatives shall elect the officers, directors, and members of the Nominating
28 Committee.
29 B. Elections shall be conducted annually, prior to the Annual Meeting, at a time established
30 by the Board of Directors.
31 C. Elections shall be conducted on-line or via another method established by the Board of
32 Directors.
33 D. A majority of votes cast shall be required for election.
34

ARTICLE IX FINANCES AND DUES

35
36
37
38 **Section 1: Fiscal Year.** The fiscal year of ACAPT shall be January 1 through December 31.
39

Section 2: Expenditures.

- 40
41 A. Individuals and committees. No officer, director, employee, or committee member, or
42 committee shall expend any funds not established in the adopted budget, nor expend any money
43 in excess of the adopted budget, unless expressly authorized by the Board of Directors.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

1 B. Board of Directors and Executive Committee. Neither the Board of Directors nor the
2 Executive Committee shall commit ACAPT to any financial obligations in excess of its current
3 financial resources.

4 5 **Section 3: Dues.** Membership dues shall be as follows:

6 A. Member Institutions.

7 1. Annual dues for each separately accredited program shall be established by
8 the ACAPT Board of Directors.

9 2. Pro-rated.

10 Institutions of higher education located in the United States of America with a physical
11 therapist education program that obtain initial accreditation from CAPTE in the Fall
12 may pay half of the established Annual due-period January 1 - June 30 following their
13 initial accreditation.

14 B. Individual Members. Individual Members shall not pay dues.

15 C. Dues Changes. All dues changes must be approved by the Board of Directors.

16 D. Assessments. ACAPT may impose assessments on Member Institutions to preserve the
17 solvency of ACAPT.

18 19 **Section 4: Audits and Financial Reports**

20 ACAPT shall submit the annual audits, financial statements, and tax returns to the
21 Association as directed by the Association.

22 23 **ARTICLE X** 24 **CONSORTIA**

25
26 **Section 1. Establishment.** Member Institutions may establish consortia following these
27 procedures:

28 A. Application. At least five (5) Representatives of Member Institutions shall complete
29 the “Application to Form a Consortium” and submit it to ACAPT in accordance with
30 ACAPT Procedures for the Establishment and Operation of a Consortium.

31 B. Executive Committee Review. ACAPT’s Executive Committee shall review the
32 Application and will take one of the following actions:

33 1. Approve it for consideration by the ACAPT Board of Directors;

34 2. Ask for further clarification and then either deny the application or submit it to the
35 ACAPT Board of Directors of consideration; or

36 3. deny the application for formation of a consortium.

37 C. Review of Approved Applications. Applications approved by the ACAPT Executive
38 Committee will be considered by the ACAPT Board at its next regular meeting. The
39 Board of Directors will either approve or deny the application.

40 D. Appeal of Denial of Application. Five (5) or more of the Institutional Members who
41 submitted the Application that was denied by the ACAPT Board may appeal the denial
42 decision to the ACAPT Board.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

1 **Section 2. Composition.** Consortia are comprised of Individual Members. Any additional
2 criteria for membership shall be established in *ACAPT Procedures for the Establishment and*
3 *Operation of a Consortium.*

4
5 **Section 3. Role.** The role of a consortium is to provide a forum for Individual members to
6 gather and disseminate information related to a specific area of shared interest and to provide
7 a line of communication within ACAPT and with the ACAPT Board of Directors.

8
9 **Section 4. Voting Privileges.** A consortium does not hold voting privileges within ACAPT.

10
11 **Section 5. Operation.** Consortia shall operate under *ACAPT Procedures for the Establishment*
12 *and Operation of a Consortium*, including amendments, approved by the ACAPT Board of
13 Directors.

14
15 **Section 6. Dissolution.** The ACAPT Board of Directors may dissolve a consortium for cause
16 by a two-thirds vote. In the event a consortium is dissolved, all property, records, and remaining
17 funds after payment of bona fide debts shall be transferred to ACAPT.

18 19 **ARTICLE XI.** 20 **DISSOLUTION OF ACAPT**

21
22 **Section 1. Vote to Dissolve.** ACAPT may be dissolved by a vote of the Representatives of
23 the Member Institutions in accordance with § 13.1-902 of the Virginia Nonstock Corporation
24 Act.

25
26 **Section 2. Property and Records.** All property and records in the possession of ACAPT at
27 the time of dissolution shall be distributed in accordance with § 13.1-907(A)(1-3) of the
28 Virginia Nonstock Corporation Act. All remaining funds, after payment of all bona fide debts,
29 any remaining property, and remaining records shall be transferred to the Association.

30 31 **ARTICLE XII.** 32 **PARLIAMENTARY AUTHORITY**

33
34 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall
35 govern ACAPT in all cases to which they are applicable and in which they are not inconsistent
36 with these Bylaws and any special rules of order that ACAPT may adopt.

37 38 **ARTICLE XIII.** 39 **AMENDMENTS**

40 **Section 1. Vote Required.** The Bylaws may be amended at any meeting by two-thirds vote
41 of the Representatives.

42
43 **Section 2. Notice.** Notice of proposed amendments shall be given to the Member
44 Institutions at least thirty (30) days prior to the meeting at which they are to be considered.



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

1
2
3
4
5

ARTICLE XIV ASSOCIATION AS HIGHER AUTHORITY

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