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

3 Adopted March 2014

4 Amended October 2015

5 Amended October 2016

6 Amended October 2017

7 Amended October 2018

8 Amended May 2023

9 Amended September 2024

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

12 The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT,
13 shall be an institutional group of the American Physical Therapy Association, hereinafter
14 referred to as the Association.

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16 **Article II: Purpose**

17 The purposes of ACAPT are:

- 18 A) To develop, implement and assess new and innovative models for curricula, clinical
19 education, teaching/learning, scholarship/research, mentoring, and leadership in physical
20 therapist education;
- 21 B) To provide mechanisms for active and ongoing involvement of physical therapist
22 educators and researchers to promote quality physical therapist education standards at the
23 institutional and national levels;
- 24 C) To promote academic physical therapist education through collaboration with
25 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 Members

ACAPT shall have members in the categories set forth below:

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 pays the annual dues to ACAPT shall be Member Institutions of ACAPT.
- 2) Member Institutions shall be represented by one full-time core academic faculty member (as defined by CAPTE) in the program as designated by the program director (hereinafter 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 separately accredited physical therapist education program may have one Representative for each of those accredited physical therapist education programs.
 - c. Each Representative from any Member Institution must be a member in good standing of the Association.
 - d. The Member Institution may change their Representative by written notice at any time to the American Council of Academic Physical Therapy (ACAPT).

e. Academic and clinical education faculty (as defined by the Physical Therapy Clinical Education Glossary) of a Member Institution shall have access to ACAPT resources as determined by the Board.

B) Provisional Institutional Members shall be Institutions of higher education located in the United States of America with a physical therapist education program that are CAPTE-recognized pre-accreditation developing programs who have either submitted an Application for Candidacy but have not yet received Candidate for Accreditation status (PT candidacy Category B) or who have notified the Department of Accreditation that a Program Director has been employed (PT candidacy Category C) and pays the annual dues to ACAPT shall be Provisional Institutional Members of ACAPT.

Section 2: Rights of Representatives of Member Institutions

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

- 1) To attend all ACAPT business meetings
- 2) To speak and debate
- 3) To make, co-sponsor, and second motions
- 4) To vote
- 5) To hold office
- 6) To designate an individual from the academic faculty of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence. Delegation of the authority of the Representative of a Member Institution to an individual from the academic faculty from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to

representation or hand-carried by the individual from academic faculty into a business meeting and presented to the Secretary prior to the start of the meeting.

B) Academic and clinical education faculty from Member Institutions shall have the following rights:

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

Section 3: Application for and Admission to Membership

Membership Institutions: Payment of ACAPT dues by Member Institutions shall constitute application for and admission to membership.

Section 4: Good Standing

Member Institutions in good standing shall be entitled to all rights and privileges as outlined in these Bylaws. Member Institutions are in good standing within the meaning of these Bylaws if they Make timely payments of all ACAPT dues and maintain accreditation through CAPTE.

Section 5: Disciplinary Action

A) Member Institutions:

- 1) A Member Institution whose dues have not been received by forty five (45) calendar days before the Annual Meeting shall be considered to be in arrears and its membership rights shall be suspended. If the dues are not received within fourteen (14) calendar days before the Annual Meeting, the membership shall be automatically revoked and the membership rights of the institution shall terminate.
- 2) If a Member Institution no longer has a program accredited by CAPTE then the institution shall cease to be a Member Institution of ACAPT and its membership

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

- 3) Academic or clinical education faculty of a Member Institution who are suspended or expelled by the Association and/or Member Institution shall automatically have their institutional membership rights suspended.

Section 6: Reinstatement

Academic or clinical education faculty of a Member Institution who are in good standing in the Member Institution may be reinstated to ACAPT .

Article IV. Meetings and Authority of the Representatives

Section 1: Annual Meeting

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

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

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

B) Motions

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

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

C) Eligibility to Speak and Vote

1) All Representatives, or their designee, and academic and clinical education faculty may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only Representatives, or their designee, may vote.

Section 2: Special Meeting(s)

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

Section 3: Meeting Notice

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

Section 4: Quorum

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

Section 5: Minutes

The Board of Directors shall appoint a committee to correct and approve the Annual Meeting minutes. The committee to approve the minutes shall consist of two board members and one member at large. The committee shall be appointed in advance of the annual meeting and complete their work no later than 45 days after the annual meeting.

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

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

154 **Section 1: Composition**

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

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

161 **Section 2: Eligibility**

162 Only the Representatives of Member Institutions are eligible to serve on the Board of
163 Directors.

164 **Section 3: Officers**

165 The Officers of ACAPT shall consist of the President, Vice-President, Secretary, and
166 Treasurer.

167 A) President

168 1) The President shall preside at all meetings of the Board of Directors and Executive
169 Committee.

170 2) The President, or a person designated by the President, shall be the spokesperson for
171 ACAPT.

172 3) The President shall submit to ACAPT members an annual written report of the
173 activities of ACAPT at the Annual Meeting.

174 4) The President shall perform all other duties assigned to them by the Board of
175 Directors.

176 B) Vice-President

177 1) The Vice President shall preside at all meetings of the Representatives of Member
178 Institutions.

179 2) The Vice-President shall assume the duties of the President if the President is absent
180 or incapacitated.

181 3) In the event of a vacancy in the office of the President, the Vice-President shall
182 succeed to the Presidency for the unexpired remainder of the term and the office of
183 Vice-President shall be declared vacant.

184 4) The Vice-President shall perform all other duties regularly expected of such office
185 and those assigned by the Board of Directors or the President.

186 C) Secretary

187 1) The Secretary shall be responsible for keeping and distributing the minutes of all
188 meetings of the Representatives, the Executive Committee, and the Board of
189 Directors.

190 2) The Secretary shall be responsible for all notices to members of ACAPT.

191 3) The Secretary shall maintain records of all official actions of the Representatives, the
192 Board of Directors, and the Executive Committee.

193 4) The Secretary shall, in general, perform all of the duties customary to the office of
194 Secretary and such other duties as may from time to time be assigned by the President
195 or the Board of Directors.

196 D) Treasurer

- 1) The Treasurer shall be responsible for presenting the annual budget to the Board of Directors, maintaining complete and accurate financial records, and providing a written financial report at the Annual Meeting of ACAPT.
- 2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.
- 3) The Treasurer shall provide for an audit of the financial records of ACAPT at least annually.
- 4) The Treasurer shall provide required financial reports to the Association.
- 5) The Treasurer shall provide financial reports to the Board of Directors at least quarterly or upon request by the Board.
- 6) The Treasurer shall keep accurate records of all receipts and disbursements related to the workings of ACAPT.
- 7) The Treasurer shall, in general, perform all of the duties customary to the office of Treasurer and such other duties as may from time to time be assigned by the President or the Board of Directors.

Section 4: Tenure

- A) Members of the Board of Directors shall assume office at the close of business at the Annual Meeting of the Member Institutions in the year in which they are elected.
- B) The term of office of each member of the Board of Directors shall be for three years or until a successor is elected and takes office.
- C) No person shall serve more than two complete consecutive terms on the Board of Directors or more than 2 complete consecutive terms in the same office. A member who has completed their terms of office is eligible to run again after taking off at least one election cycle.
- D) A complete term for a member of the Board of Directors shall be defined as 3 years.

E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of Directors within the first year of a 3-year term and at least two months before the Annual Meeting, the Nominating Committee shall select a candidate(s) for election at the next Annual Meeting, and the person elected at that Meeting shall serve the remainder of the term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by appointing a person to serve for the remainder of the term. When less than one half a term remains, the appointed individual shall be eligible to be elected to two additional terms.

Section 5: Duties

A) The Board of Directors shall:

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

B) Executive Committee

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

Section 6: Conduct of Business

A) Board of Directors

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

B) Executive Committee

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

Article VI. Committees

The following will be Standing Committees of ACAPT:

Section 1: Finance Committee

A) The Finance Committee shall consist of the Treasurer and at least two other individuals who are academic or clinical education faculty of a Member Institution appointed by the ACAPT Board of Directors. Those appointed by the ACAPT Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is not elected, the Board of Directors shall appoint at least one member.

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

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

D) The Finance Committee shall be the point of contact and meet at least annually with ACAPT's independent auditors to discuss the annual audit. The Finance Committee shall

advise the Board of Directors of any irregularities or material findings that arise from the independent audit or other sources.

Section 2: Nominating Committee

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

Section 3: Reference Committee

- A) The Reference Committee shall consist of three individuals who are academic or clinical education faculty of a Member Institution appointed by the Board of Directors, and the Vice-President, who shall serve as an ex officio member of the Reference Committee.

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

Article VII: Elections and Voting

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

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

Article VIII: Finance

Section 1: Fiscal Year

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

Section 2: Expenditures

A) Individuals and committees

- 1) No officer, director, employee, committee member, or committee shall expend any funds not established in the adopted budget, nor expend any money in excess of the adopted budget, unless expressly authorized by the Board of Directors.

320 B) Board of Directors and Executive Committee

321 2) Neither the Board of Directors nor the Executive Committee shall commit ACAPT to
322 any financial obligations in excess of its current financial resources.

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

324 A) Member Institutions

325 Annual dues for each separately accredited program shall be established by the ACAPT
326 Board of Directors.

327 B) Pro-rated

328 Institutions of higher education located in the United States of America with a physical
329 therapist education program that obtain initial accreditation from CAPTE in the Fall may
330 pay half of the established Annual dues January 1 - June 30 following their initial
331 accreditation.

332 C) Assessments

333 ACAPT may impose assessments on Member Institutions to preserve the solvency of
334 ACAPT.

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

336 ACAPT shall submit its annual audits, financial statements, and tax returns to the Association
337 as directed by the Association.

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339 **Article IX. Institutes**

340 **Section 1. Definition**

341 There shall be four (4) Institutes:

- 342 • Academic Advancement
- 343 • Teaching & Learning
- 344 • Scholarly Inquiry

• Community Engagement

Each institute shall have a chair and vice chair elected by the Representatives to coordinate its activities. The chair and vice chair shall be an academic or clinical education faculty in good standing of a Member Institution. The term shall be for one year, and shall commence at the close of the Annual Meeting of the Representatives of the Member Institutions in the year in which elected. Following completion of a term as vice chair, the vice chair shall automatically assume the position of chair. No member shall be elected to successive complete terms.

Proviso: *The inaugural Chair will serve a term of two years and the inaugural Vice Chair will serve a total of three years, two as Vice Chair and one as Chair. Successive elections shall be only for the Vice Chair position.*

- A) The Institute of Academic Advancement shall support and promote institutional characteristics that reflect an intentional pursuit of excellence. This Institute shall encourage institutional programmatic and clinical development; foster leadership excellence; advance diversity, equity, and inclusion; and facilitate programmatic innovation.
- B) The Institute of Teaching & Learning shall support and promote curricular attributes that ensure outcomes of educational excellence. This Institute will help to encourage institutional educational excellence; facilitate excellence in clinical education; foster curricular innovation; advance educational technology; and integrate professional formation.
- C) The Institute of Scholarly Inquiry shall cultivate a culture of scholarship and research and ongoing assessment of outcomes in academic programs. This Institute shall support scientific research to grow the profession; encourage implementation of discoveries into practice and education; develop best practices for scientific,

educational, and community-based research; cultivate research leadership and
bolster educational preparation through research outcomes.

D) The Institute of Community Engagement shall support and promote community and
stakeholder engagement in the shared pursuit of excellence. This Institute shall
promote educational and clinical partnerships; engage in societal health and
wellness; and enhance engagement across healthcare disciplines.

Section 2. Vacancies

Vacancies in the position of chair or vice chair shall be filled by appointment by the Board of
Directors to fill the unexpired portion of the term.

Article X. Dissolution

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

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

Article XI. Parliamentary Authority

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

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Article XII. Amendments

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A) The Bylaws may be amended at any business meeting of ACAPT at which there is a

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quorum present by two-thirds of those present and voting.

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B) Notification of a proposed amendment shall be given to the Member Institutions at least

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30 days prior to a business meeting.

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Article XIII. Association as Higher Authority

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In addition to these Bylaws, ACAPT is governed by the Association's Bylaws and standing

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rules, and by the Association's House of Delegates and Board of Director policies.

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