

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

2

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

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

7

8 **Article II: Purpose**

9 The purposes of ACAPT are:

10 A. To develop, implement and assess new and innovative models for curricula, clinical  
11 education, teaching/learning, scholarship/research, mentoring, and leadership in  
12 physical therapist education;

13 B. To provide mechanisms for active and ongoing involvement of physical therapist  
14 educators and researchers to promote quality physical therapist education standards at  
15 the institutional and national levels;

16 C. To promote academic physical therapist education through collaboration with  
17 organizations and institutions that represent health professional education; and

18 D. To provide resources, mentorship and leadership to those seeking change and  
19 improvement in academic programs/departments/schools associated with physical  
20 therapist education.

21

22 **Article III. Membership**

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

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

25 A) Institutional Members

1 1) Institutions of higher education located in the United States of America with a  
2 physical therapist education program that is accredited by the Commission on  
3 Accreditation in Physical Therapy Education (CAPTE)(hereinafter referred to as  
4 Institutional Members).

5 2) Institutional Members shall be represented by one program director or one full-time  
6 core faculty member (as defined by CAPTE) in the program designated by the  
7 program director (hereinafter referred to as the Representative.)

8 2i) Institutional Members shall not be members of the Association and shall not be  
9 required to pay dues to the Association.

10 2ii) Institutions with more than one separately accredited physical therapist education  
11 program may have one Representative for each of those accredited physical  
12 therapist education programs.

13 2iii) Each Representative from any Institutional Member must be a member in  
14 good standing of the Association.

#### 15 B) Individual Members

16 1) A current member of the Association who is a faculty member, including a clinical  
17 faculty member, in the program at an Institutional Member may be an individual  
18 member of ACAPT.

19 2) The Representative from the Institutional Member shall designate the faculty  
20 members who are qualified individual members.

#### 22 **Section 2: Rights of Institutional Members and Individual Members**

23 A) An Institutional Member, through its Representative(s), shall have the following rights:

24 1) To attend all meetings of the Institutional Members

25 2) To speak and debate

- 1        3) To make and second motions
- 2        4) To vote
- 3        5) To hold office
- 4        6) To serve as Chairs of committees

5    B) Individual Members shall have the following rights:

- 6        1) To attend all meetings of the Institutional Members
- 7        2) To speak and debate
- 8        3) To serve as Chairs of committees

9

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

11    A) Institutional Membership: Payment of ACAPT dues by Institutional Members shall  
12        constitute application for and admission to membership.

13    B) Individual Membership: A faculty member who has been designated as a qualified  
14        individual member and who applies for membership shall be admitted to membership.

15

16    **Section 4: Good Standing**

17    A) Institutional Members are in good standing within the meaning of these Bylaws if they:

- 18        1) Make timely payments of all ACAPT dues

19    B) Individual Members:

- 20        1) An individual member is in good standing within the meaning of these Bylaws if the  
21            member is in good standing with the Association and is a faculty member, including  
22            clinical faculty member, in a program of an Institutional Member.

23

24    **Section 5: Disciplinary Action**

25    A) Institutional Members:

1 1) An Institutional Member whose dues have not been received by the due date shall be  
2 considered to be in arrears and its membership rights shall be suspended. If the dues  
3 are not received within thirty (30) calendar days after the due date, the membership  
4 shall be automatically revoked and the membership rights of the institution shall  
5 terminate.

6 2) If an Institutional Member no longer has a program accredited by CAPTE then the  
7 institution shall cease to be an Institutional Member of ACAPT and its membership  
8 rights shall terminate. If one of the separately accredited programs of an Institutional  
9 Member with more than one such program is no longer accredited by CAPTE then the  
10 Representative associated with that program shall cease to be a Representative and  
11 may not exercise any membership rights on behalf of the Institutional Member.

12 B) Individual Members:

13 1) Any individual member of ACAPT who is suspended by the Association shall  
14 automatically have his or her membership rights suspended in ACAPT.

15 2) Any individual member of ACAPT who is expelled from membership in the  
16 Association shall be automatically expelled from ACAPT membership.

17  
18 **Section 6: Reinstatement**

19 A) Institutional Members

20 1) An Institutional Member whose membership has been revoked due to nonpayment of  
21 dues may be readmitted upon payment of dues.

22 2) An Institutional Member whose membership has terminated due to loss of  
23 accreditation may reapply for admission if “Accreditation” status is reinstated.

24 B) Individual Members

1        1) Any former individual member of ACAPT who is in good standing in the Association  
2                may be reinstated to ACAPT individual membership if that person meets the  
3                requirements for individual membership.

4  
5        **Article IV. Meetings and Authority of the Representatives**

6        **Section 1: Annual Meeting**

7        A) An Annual Meeting of the Institutional Members shall be held for the purpose of  
8                conducting ACAPT's business and other activities in accordance with the purposes of  
9                ACAPT. At the Annual Meeting, or at any special meeting, the Representatives shall  
10              have the power to:

- 11            1) Amend or repeal these Bylaws;  
12            2) Amend, suspend, or rescind the Standing Rules;  
13            3) Enact policies of ACAPT;  
14            4) Approve all resolutions and opinions in the name of ACAPT.

15        The Annual Meeting shall be held on a day(s) in October determined by the Board of  
16        Directors or on such other day(s) as the Board may determine.

17  
18        **Section 2: Special Meeting(s)**

19        The Board of Directors may call a special meeting of the Institutional Members, and the  
20        Board of Directors shall call a special meeting upon receipt of written petitions from  
21        Representatives representing at least 50% of the Institutional Members.

22  
23        **Section 3: Meeting Notice**

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

1 **Section 4: Quorum**

2 A quorum shall consist of Representatives representing 50% of the total number of the  
3 Institutional Members in good standing.

4

5 **Section 5: Minutes**

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

8

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

10 **Section 1: Composition**

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

13 B) The Executive Committee of ACAPT shall consist of the President, Vice-President,  
14 Secretary, Treasurer, and one of the at large Directors who shall be selected annually by  
15 the at large Directors.

16

17 **Section 2: Qualifications**

18 Only the Representatives of Institutional Members are eligible to serve on the Board of  
19 Directors.

20

21 **Section 3: Officers**

22 The officers of ACAPT shall consist of the President, Vice-President, Secretary, and  
23 Treasurer.

24 A) President

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

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

5       3) The President shall submit an annual written report of the activities of ACAPT at the  
6            Annual Meeting.

7   B) Vice-President

8       1) The Vice President shall preside at all meetings of the Institutional Members.

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

11      3) In the event of a vacancy in the office of the President, the Vice-President shall  
12           succeed to the Presidency for the unexpired remainder of the term and the office of  
13           Vice-President shall be vacant.

14   C) Secretary

15      1) The Secretary shall be responsible for keeping and distributing the minutes of all  
16           meetings of the Representatives, the Executive Committee, and the Board of  
17           Directors.

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

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

21   D) Treasurer

22      1) The Treasurer shall be responsible for presenting the annual budget to the Board of  
23           Directors, maintaining complete and accurate financial records, and providing a  
24           written financial report at the Annual Meeting of ACAPT.

25      2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.

- 1        3) The Treasurer shall provide for an audit of the financial records of ACAPT at least  
2            annually.
- 3        4) The Treasurer shall provide required financial reports to the Association.
- 4        5) The Treasurer shall provide financial reports to the Board of Directions at least  
5            quarterly.
- 6        6) The Treasurer shall keep accurate records of all receipts and disbursements related to  
7            the workings of ACAPT.

8

9        **Section 4: Tenure**

- 10       A) Members of the Board of Directors shall assume office at the Annual Meeting of the  
11            Institutional Members in the year in which they are elected.
- 12       B) The members of the Board of Directors shall be divided into three classes, which shall be  
13            equal in size or as nearly equal as possible. Each class will include one-third or  
14            approximately one-third of the at large Directors, plus one or two officers. The President,  
15            Treasurer, and one at large Director shall belong to the first class. The Vice-President and  
16            two at large Directors shall belong to the second class, which shall be elected in the year  
17            following the first class. The Secretary and two at large Directors shall belong to the  
18            third class, which shall be elected in the year following the second class. The members of  
19            the third class shall be elected in years that are multiples of three.
- 20       C) The term of office of each member of the Board of Directors shall be for three years or  
21            until a successor is elected.
- 22       D) No person shall serve more than two complete consecutive terms on the Board of  
23            Directors.
- 24       E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of  
25            Directors within the first year of a 3-year term and at least two months before the Annual



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

6  
7  
8 **Transitional Proviso.**  
9

10 The initial members of ACAPT's board of directors shall be the individuals specified  
11 in its articles of incorporation. Each individual shall serve in the same capacity, as an  
12 officer or an at large director, as set forth in the articles of incorporation. Pursuant to §  
13 13.1-857(B) of the Virginia Nonstock Corporation Act, the terms of the initial  
14 directors shall expire at the first Annual Meeting after adoption of these Bylaws.  
15

16 In 2014 the Representatives shall elect successors to the President, the Secretary, and  
17 Directors #1 and #2. The successor President shall serve a three-year term, and the  
18 other successors shall serve a two-year term. The other initial members of the board  
19 shall continue to serve past the expiration of their term, pursuant to § 13.1-857(F) of  
20 the Virginia Nonstock Corporation Act, until their successors are elected and  
21 qualified.  
22

23 In 2015 the Representatives shall elect successors to the Vice-President, Treasurer,  
24 and Directors #3, #4, and #5. The successor Vice-President and the successor  
25 Directors #3 and #4 shall serve a three-year term. The other successors shall serve a  
26 two-year term.  
27

28 In 2016 the Representatives shall elect successors to the Secretary and Directors #1  
29 and #2, all of whom were elected in 2014 for two-year terms. The successors elected  
30 in 2016 shall serve a three-year term.  
31

32 In 2017 the Representatives shall elect successors to the President, who was elected in  
33 2014 for a three-year term, the Treasurer, who was elected in 2015 for a two-year  
34 term, and Director #5, who was elected in 2015 for a two-year term. The successors  
35 elected in 2017 shall serve a three-year term.  
36

37 In 2018 the Representatives shall elect successors to the Vice-President and Directors  
38 #3 and #4, all of whom were elected in 2015 for a three-year term. The successors  
39 elected in 2018 shall serve a three-year term.  
40  
41

42 **Section 5: Duties**

43 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 creation of and facilitation of activities of consortia as it deems necessary.
- 6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 7) Be responsible for development and maintenance of procedural documents related to these Bylaws.
- 8) Review and revise existing ACAPT policies, except these 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.

**Section 6: Conduct of Business**

A) Board of Directors

The Board of Directors shall meet not less than twice a year. Seventy-five percent (75%) 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.

1 B) Executive Committee

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

5

6 **Article VI. Committees**

7 The following will be Standing Committees of ACAPT:

8 **Section 1: Finance Committee**

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

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

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

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

21

22 **Section 2: Nominating Committee**

23 A) The Nominating Committee, elected by the ACAPT Representatives, shall consist of  
24 three Representatives who have given their consent to serve if elected.

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

4 C) Members of the Nominating Committee shall assume office at the Annual Meeting of the  
5 Institutional Members in the year in which they are elected.

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

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

10 F) The Nominating Committee shall, in addition to the duties otherwise directed by the  
11 Institutional Members:

12 1) Provide a slate of at least two candidates for each position from those consenting to  
13 serve. This slate of candidates shall be published and made available to Institutional  
14 Members as soon as available, but no later than two months before the Annual  
15 Meeting.

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

17  
18 **Transitional Proviso,**  
19

20 The initial members of the Nominating Committee shall be the three individuals  
21 serving as members of the Nominating Committee of the Academic Council of the  
22 APTA at the time of the adoption of these Bylaws. The current Chair shall be  
23 Member #1, the next most senior member shall be Member #2, and the junior member  
24 shall be Member #3.  
25

26 In 2014 the Representatives shall elect successors to Members #1 and #2. The  
27 successor Member #1 shall serve a two-year term, and the successor Member #2 shall  
28 serve a three-year term.  
29

30 In 2015 the Representatives shall elect a successor to Member #3. The successor shall  
31 serve a three-year term.  
32

33 In 2016 the Representatives shall elect a successor to Member #1. The successor shall  
34 serve a three-year term.

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 member appointed 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, during August or at such other 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        1) Institutional Members
- 2            i) Dues shall not exceed \$2,500 per separately accredited program per year and shall
- 3                    be determined by the ACAPT Board of Directors.
- 4        2) Individual Members
- 5            i) There will not be dues for individual members.
- 6        B) Dues shall be for 12 months of membership.
- 7        C) Dues changes shall be approved by the ACAPT Board of Directors.
- 8        D) ACAPT may impose assessments in order to preserve the fiscal solvency of ACAPT.

9

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

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

13

14    **Article IX. Consortia**

- 15    A) The Institutional Members may establish consortia as prescribed in the Standing Rules.
- 16    B) Consortia are comprised of individual members who are affiliated with Institutional
- 17            Members or with an Institutional Member’s Representative.

18

19    **Article X. Dissolution**

- 20    A) The Institutional Members, through their Representatives, shall be entitled to vote on any
- 21            proposal to dissolve ACAPT, which may be dissolved in accordance with § 13.1-902 of
- 22            the Virginia Nonstock Corporation Act.
- 23    B) All property and records of whatsoever nature in the possession of ACAPT shall be
- 24            distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation

1 Act, and thereafter after payment of all bona fide debts, the remaining property and  
2 records shall be turned over to the Association.

3

4 **Article XI. Parliamentary Authority**

5 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern  
6 ACAPT in all cases to which they are applicable and in which they are not inconsistent with  
7 these Bylaws, Standing Rules of ACAPT, and any special rules of order adopted by ACAPT.

8

9 **Article XII. Amendments**

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

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

15

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

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

19