

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 ~~classes~~ 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.

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

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 ~~or~~ co-sponsor and second motions
- 4) To vote
- 5) To hold office
- 6) To designate an Individual Member of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence
  - i) Delegation of the authority of the Representative of a Member Institution to an Individual Member 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 ~~delegate~~ Individual Member into a business meeting and presented to the Secretary prior to the start of the meeting.

B) Individual Members 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
- ~~3)~~ To be elected to a leadership position of a Consortium

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

- 1 A) Membership Institutions: Payment of ACAPT dues by Member Institutions shall  
2 constitute application for and admission to membership.
- 3 B) Individual Membership: A faculty member or clinical affiliate of a Member Institution  
4 who has been confirmed through the Member Institution's Representative shall be  
5 admitted to membership.

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7 **Section 4: Good Standing**

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

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

- 11 1) Make timely payments of all ACAPT dues  
12 2) Maintain accreditation through CAPTE

13 B) Individual Members:

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

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18 **Section 5: Disciplinary Action**

19 A) Member Institutions:

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

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

7    B) Individual Members:

8        1) Any Individual Member of ACAPT who is suspended or expelled by the Association  
9        and/or Member Institution shall automatically have his or her membership rights  
10       suspended in ACAPT.

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12    **Section 6: Reinstatement**

13    A) Member Institutions

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

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

18    B) Individual Members

19       1) Any former Individual Member of ACAPT who is in good standing in the Member  
20       Institution may be reinstated to ACAPT Individual Membership if that person meets  
21       the requirements for Individual Membership.

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

24    **Section 1: Annual Meeting**

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

5 1) Amend or repeal these Bylaws;

6 2) Enact policies of ACAPT;

7 3) Approve all resolutions and statements of opinion ~~opinions~~ in the name of ACAPT.

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

10 B) Motions

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

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

18 C) Eligibility to Speak and Vote

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

22 D) Conduct of the Meeting

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

- 1 2) No one may speak longer than three minutes at one time on any one question, nor  
2 more than once until all who wish to speak have been heard.
- 3 3) Anyone may speak for a third time, on any one question, only with the consent of the  
4 Chair or upon a majority vote of the members present and voting.
- 5 4) A timekeeper shall be appointed by the Chair of the meeting.
- 6 5) In debate members must limit their remarks to the merits of a question.
- 7 6) All questions of order or appeal shall be decided by a majority voice or standing vote  
8 of Representatives present and voting.

9 ~~7) The rules contained in the current edition of Robert's Rules of Order Newly Revised  
10 (current edition) shall govern ACAPT in all cases to which the rules are applicable  
11 and in which the rules are not inconsistent with the Guidelines or any special rules of  
12 order adopted by ACAPT.~~

13 ~~8)7) \_\_\_\_\_~~ In the event a designated Representative is unable to attend the Annual  
14 Meeting, the institution may delegate the authority to an Individual Member from the  
15 same institution in accordance with Article III, Section 2.A.6.i designate an alternate  
16 for the meeting. The alternate must be an APTA member within the institution  
17 following the guidelines in accordance with Article III, Section 1.A.2 for being a  
18 Representative established by the ACAPT.

19 ~~9)8) \_\_\_\_\_~~ Representatives must register no later than ~~one hour~~ 1 week prior to the Annual  
20 Meeting in order to establish if a quorum is present. Staff will issue each designated  
21 Representative ~~a voting card~~ the appropriate voting mechanism for the Annual  
22 Meeting.

## 24 Section 2: Special Meeting(s)

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

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5 **Section 3: Meeting Notice**

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

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9 **Section 4: Quorum**

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

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13 **Section 5: Minutes**

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

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

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

23 **Section 1: Composition**

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



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

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6 **Section 2: Qualifications**

7 Only the Representatives of Member Institutions are eligible to serve on the Board of  
8 Directors.

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10 **Section 3: Officers**

11 The Officers of ACAPT shall consist of the President, Vice-President, Secretary, and  
12 Treasurer.

13 A) President

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

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

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

20 B) Vice-President

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

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

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

4    C) Secretary

5        1) The Secretary shall be responsible for keeping and distributing the minutes of all  
6            meetings of the Representatives, the Executive Committee, and the Board of  
7            Directors.

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

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

11   D) Treasurer

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

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

16       3) The Treasurer shall provide for an audit of the financial records of ACAPT at least  
17           annually.

18       4) The Treasurer shall provide required financial reports to the Association.

19       5) The Treasurer shall provide financial reports to the Board of ~~Directions~~ Directors at  
20           least quarterly or upon request by the Board.

21       6) The Treasurer shall keep accurate records of all receipts and disbursements related to  
22           the workings of ACAPT.

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24    **Section 4: Tenure**

- 1 A) Members of the Board of Directors shall assume office at the close of business at the  
2 Annual Meeting of the Member Institutions in the year in which they are elected.
- 3 B) The term of office of each member of the Board of Directors shall be for three years or  
4 until a successor is elected and takes office.
- 5 C) No person shall serve more than two complete consecutive terms on the Board of  
6 Directors or more than 2 complete consecutive terms in the same office. A member who  
7 has completed their terms of office is eligible to run again after taking off at least one  
8 election cycle.
- 9 D) A complete term for a member of the Board of Directors shall be defined as 3 years.
- 10 E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of  
11 Directors within the first year of a 3-year term and at least two months before the Annual  
12 Meeting, the Nominating Committee shall select a candidate(s) for election at the next  
13 Annual Meeting, and the person elected at that Meeting shall serve the remainder of the  
14 term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by  
15 appointing a person to serve for the remainder of the term. When less than one half a term  
16 remains, ~~T~~he appointed individual shall be eligible to be elected to two additional terms.

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## 18 **Section 5: Duties**

- 19 A) The Board of Directors shall:
- 20 1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board  
21 of Directors may make and enforce such policy on behalf of ACAPT as is not  
22 inconsistent with the mandates and policies determined by ACAPT.
- 23 2) Foster the growth and development of ACAPT.
- 24 3) Direct all business and financial affairs of ACAPT, including approving an annual  
25 budget.

- 1 4) Be responsible for creation, appointment, purposes and activities of such committees  
2 as it deems necessary.
- 3 5) Be responsible for the creation of and facilitation of activities of consortia as it deems  
4 necessary.
- 5 6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 6 7) Be responsible for development and maintenance of procedural documents related to  
7 these Bylaws.
- 8 8) Review and revise existing ACAPT policies, ~~except these and the~~ Bylaws, for  
9 consistency of intent and language with such policies as may be adopted from time to  
10 time by ACAPT.

11 B) Executive Committee

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

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15 **Section 6: Conduct of Business**

16 A) Board of Directors

17 The Board of Directors shall meet not less than twice a year. ~~Seventy five percent~~  
18 ~~(75%)~~ A majority of the members of the Board shall constitute a quorum. The President  
19 may call a special meeting of the Board of Directors and must call a special meeting on  
20 written request of a majority of the members of the Board.

21 B) Executive Committee

22 The Executive Committee shall meet not less than twice a year and shall exercise the  
23 power of the Board of Directors between its meetings. ~~Eighty percent (80%)~~ A majority  
24 of the Executive Committee members shall constitute a quorum.

1 **Article VI. Committees**

2 The following will be Standing Committees of ACAPT:

3 **Section 1: Finance Committee**

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

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

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

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

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17 **Section 2: Nominating Committee**

18 A) The Nominating Committee, elected by the ~~ACAPT~~ Representatives, shall consist of  
19 three Representatives of Member Institutions ~~Representatives~~.

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

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

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

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

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

6 1) Provide a slate of ~~at least two~~ candidates for each position from those consenting to  
7 serve. This slate of candidates shall be published and made available to  
8 Representatives as soon as available, but no later than two months before the Annual  
9 Meeting.

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

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### 13 **Section 3: Reference Committee**

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

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

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### 20 **Article VII: Elections and Voting**

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

25 On petition of at least 5 Member Institutions, a qualified consenting member shall be placed  
26 in nomination for a position as an officer, director, or as a member of the Nominating

1 Committee to serve as a nomination by petition. Such a petition must be filed with the  
2 Secretary no later than 14 days after the list of candidates prepared by the Nominating  
3 Committee has been distributed to members. A candidate nominated by petition shall be  
4 afforded similar opportunities for publication of candidacy to the membership as those  
5 afforded a candidate nominated by the Nominating Committee.

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### 7 **Article VIII: Finance**

#### 8 **Section 1: Fiscal Year**

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

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#### 11 **Section 2: Limitations on Expenditures**

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

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#### 17 **Section 3: Dues**

18 A) The dues shall be as follows:

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

21 ii) Institutions of higher education located in the United States of America with a  
22 physical therapist education program that obtain initial accreditation from CAPTE  
23 in the fall may pay an one-time only half dues of \$1,250 between January 1 - June  
24 30 in the year following their fall accreditation.

1 B) Individual Members

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

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

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

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

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#### 8 **Section 4: Audits and Financial Reports**

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

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#### 12 **Article IX. Consortia**

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

14 1 At least 5 ACAPT Representatives of Member Institutions A group of [NUMBER] of  
15 Member Institutions shall complete the "Application to Form a Consortium" and submit it to  
16 the ACAPT. See ACAPT "Rules and Procedures" document Procedures for the  
17 Establishment and Operations of a Consortium.

18 2 ACAPT's Executive Committee shall review the Application and will either approve it for  
19 consideration by the full ACAPT Board, ask for further clarification and then submit it to the  
20 full ACAPT Board for consideration, or deny the formation of the Consortium.

21 3 Applications approved by ACAPT'S Executive Committee shall be considered by the  
22 ACAPT Board at its next meeting for approval or rejection.

23 4 Applications that have been denied by ACAPT's Executive Committee may be appealed to  
24 the ACAPT Board by five or more Institutional Member representatives who submitted the  
25 Application.

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1 ~~A)B)~~ Consortia are comprised of ~~Individual M~~members. Any additional criteria for  
2 membership shall be set out in the ~~bylaws~~ Procedures for the Establishment and  
3 Operations of a Consortium. ~~of the Consortium~~

4 ~~B)C)~~ The role of the consortium is to provide a forum for ~~Member Institutions and~~  
5 Individual Members of Member Institutions of the physical therapist education  
6 community to gather and disseminate information relative to a specific area of shared  
7 interest and to have a line of communication within the ACAPT, particularly with the  
8 Board of Directors.

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

#### 12 E) Dissolution of a Consortium

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

### 18 **Article X. Dissolution**

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

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

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**Article XI. Parliamentary Authority**

The rules contained in the current 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.

**Article XII. Amendments**

- A) The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a quorum present by two-thirds of those present and voting.
- B) Notification of a proposed amendment shall be given to the Member Institutions at least 30 days prior to the Annual Meeting ~~and in compliance with ACAPT's revision process.~~

**Article XIII. 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.