



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

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PROPOSED BY: ACAPT Board of Directors

That the following EDITORIAL and/or PROCEDURAL amendments be made to the ACAPT bylaws:

1. Article I Relationship to American Physical Therapy Association
Amend: Name and Relationship to American Physical Therapy Association
Support Statement: The article clarifies the name of the organization in addition to its relationship to APTA.
2. Article III. Membership, Section 1: Categories and Qualification of Members:
Amend: “ACAPT shall have members; in the elasses-categories set forth below”
Support Statement: Updating the terminology that APTA decided on some years ago to use “categories” rather than “classes” of membership
3. Article III. Membership, Section 1: Categories and Qualification of Members, B) Individual Members,
Amend: 1) A faculty member or clinical affiliate of a Member Institution who has been confirmed through the Member Institution’s Representative shall be admitted to membership as an Individual Member.
Support Statement: Clarifies the category of membership of the representative as an individual member
4. Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, A) Representatives of Member Institutions shall have the following rights,
Amend: 3) To make, ~~or co-sponsor~~, and second motions
Support Statement: Clarifying that sponsoring is different from making a motion.
5. Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, A) Representatives of Member Institutions shall have the following rights, 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
Amend: (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.
Support Statement: Since “delegate” is not elsewhere defined in the bylaws, this clarifies that the “Individual Member” is the person who will represent the Member Institution.



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6. 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.
Amend: 1) Approve all resolutions and statements of opinion ~~opinions~~ in the name of ACAPT.
Support Statement: clarifying language
7. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, B) Motions,
Amend: 2) Motions that do not meet this two-month requirement ~~shall~~ 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 ~~ACAPT~~ Representatives no later than 30 days prior to the date of the Annual Meeting.
Support Statement: The Representatives represent the Member Institutions, not ACAPT. This adjustment appears in multiple places
8. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, C) Eligibility to Speak and Vote
Amend: 1) All ~~ACAPT~~ Representatives, or their designee, and Individual Members may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only ~~ACAPT~~ Representatives, or their designee, may vote.
Support Statement: The Representatives represent the Member Institutions, not ACAPT
9. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting
Amend: 7) ~~The rules contained in the current edition of Robert's Rules of Order Newly Revised (current edition) shall govern ACAPT in all cases to which the rules are applicable and in which the rules are not inconsistent with the Guidelines or any special rules of order adopted by ACAPT.~~
Support Statement: This already appears in Article 11 under Parliamentary authority
10. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting
Amend: 8) Representatives must register no later than ~~one hour~~ 1 week prior to the Annual Meeting in order to establish if a quorum is present. Staff will issue each designated Representative ~~a voting card~~ the appropriate voting mechanism for the Annual Meeting.
Support Statement: is in alignment with Article III. Membership, Section 2: Rights 6a) and allows for flexibility between a voting card or electronic vote
11. Article IV. Meetings and Authority of the Representatives, Section 5: Minutes
Amend: 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.
Support Statement: Clarifying that the committee may need to edit the minutes first
12. Article V. Officers, Board of Directors, Executive Committee, Section 3: Officers, B. Vice-President
Amend: 3 In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired remainder of the term and the office of Vice-President shall be declared vacant.
Support Statement: procedural clarification



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13. Article V. Officers, Board of Directors, Executive Committee, Section 3: Officers, D) Treasurer
Amend: 5) The Treasurer shall provide financial reports to the Board of ~~Directions-Directors~~ at least quarterly or upon request by the Board.
Support Statement: allows the board to request reports when needed
13. Article V. Officers, Board of Directors, Executive Committee, Section 5: Duties, 8)
Amend: Review and revise existing ACAPT policies, ~~except these and the~~ Bylaws, for consistency of intent and language with such policies as may be adopted from time to time by ACAPT.
Support Statement: Corrective language. The Board is in the best position to recommend what might need amending in the bylaws in the light of changing conditions.
14. Article VI. Committees, Section 2: Nominating Committee
Amend: A) The Nominating Committee, elected by the ~~ACAPT-Representatives~~, shall consist of three Representatives of Member Institutions ~~Representatives~~.
Support Statement: The Representatives represent the Member Institutions, not ACAPT.
15. Article VI. Committees, Section 2: Nominating Committee
Amend: F) The Nominating Committee shall, in addition to the duties otherwise directed by the Board of Directors or Member Institutions:
a. Provide a slate of ~~at least two~~ 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.
Support Statement: Removing uncontrollable limits from the Nominating Committee since they can't predict nor control whether or not they can secure nominations for any open position
16. Article VII: Elections and Voting, Article IX. Consortia
Amend:
B) Consortia are comprised of Individual Members. Any additional criteria for membership shall be set out in the bylaws Procedures for the Establishment and Operations of a Consortium. of the Consortium
C) The role of the consortium is to provide a forum for Member Institutions and Individual Members of Member Institutions of the physical therapist education community to gather and disseminate information relative to a specific area of shared interest and to have a line of communication within the ACAPT, particularly with the Board of Directors.
D) A consortium does not hold voting privileges within the ACAPT. Consortia shall operate under procedures, and any amendments thereto, which have been approved by the ACAPT Board.
E) Dissolution of a Consortium
The Board may dissolve a Consortium for cause by a vote of 2/3 of the members of the Board. In the event that a Consortium is dissolved, all property, records, and residual funds, after payment of bona fide debts, shall be transferred to the ACAPT.
B) Support Statement: Clarifying who are members of consortia.
C) Support Statement: Corrective language since the only members of Consortia are Individual Members of ACAPT and not the Institutions.
D) Support Statement: Clarifying that there are policies and procedures outlining their formation and operation of a consortium and who has the authority to amend them.
E) Support Statement: Language to clarify why and how a consortium may be dissolved.



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17. Article XII. Amendments

Amend: 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.~~

Support Statement: Revision process language is not necessary in the bylaws



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RELEVANT POSITION/STANDARD/GUIDELINE/POLICY/PROCEDURE:

Per ACAPT's Bylaws, 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.



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PROPOSED BY: ACAPT Board of Directors

That the following SUBSTANTIAL amendments be made to the ACAPT bylaws:

1. Article III. Membership, Section 2: Rights of Representatives of Member Institutions and Individual Members, B) Individual Members shall have the following rights:
Add: 4) To serve in appointed positions
5) To be elected to a leadership position of a Consortium
Support Statement: These are procedures that have been observed but not previously outlined clearly in the bylaws
2. Article III. Membership, Section 4: Good Standing
Add: Member Institutions or an Individual Member in good standing shall be entitled to all rights and privileges as outlined in these Bylaws.
Support Statement: Clarifying what is meant by good standing
3. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, B) Motions,
Amend: 2) Motions that do not meet this two-month requirement ~~shall~~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 ~~ACAPT~~ 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.
Support Statement: This extends the opportunity beyond a 30 day limit on receiving “late” motions. It is procedural for how proposed motions are presented.
4. Article IV. Meetings and Authority of the Representatives, Section 1: Annual Meeting, D) Conduct of the Meeting
Amend: 8) In the event a designated Representative is unable to attend the Annual Meeting, the institution may delegate the authority to an Individual Member from the same institution in accordance with Article III, Section 2.A.6.i designate an alternate for the meeting. The alternate must be an APTA member within the institution ~~following the guidelines in accordance with Article III, Section 1.A.2~~ for being a Representative established by the ACAPT.
Support Statement: Outlines how ACAPT will handle proxy votes
5. Article V. Officers, Board of Directors, Executive Committee, Section 4: Tenure,
Amend: 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.
Support Statement: The term begins after the successor begins the role of the office appointed



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6. Article V. Officers, Board of Directors, Executive Committee, Section 4: Tenure, E) Vacancies

Amend: 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.

Support Statement: clarifying what constitutes a full term for someone appointed to fill a vacancy

7. Article V. Officers, Board of Directors, Executive Committee, Section 6: Conduct of Business,

Amend:

A) Board of Directors: The Board of Directors shall meet not less than twice a year.

~~Seventy five percent (75%)~~ 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. ~~Eighty percent (80%)~~ A majority of the Executive Committee members shall constitute a quorum.

Support Statement: A majority of eligible voting members sufficiently satisfies the minimum needed to conduct a meeting

8. Article VII: Elections and Voting

Amend: The Representatives shall elect the members of the Board of Directors and ~~the 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.

Support Statement: We did not previously have language to support an opportunity for Members to petition for a nominee for office



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9. Article VIII: Finance, Section 3: Dues

Amend: A) The dues shall be as follows:

- i) Member Institutions Dues shall not exceed \$2,500 per separately accredited program per year and shall be determined by the ACAPT Board of Directors.
- ii) Institutions of higher education located in the United States of America with a physical therapist education program that obtain initial accreditation from CAPTE in the fall may pay an one-time only half dues of \$1,250 between January 1 - June 30 in the year following their fall accreditation.

Support Statement: Extends the option for programs newly accredited in the spring to join ACAPT at a pro-rated amount.

10. Article VIII: Finance, Section 3: Dues

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

Support Statement: Clarifies that the half dues rate offered only to programs newly accredited in the spring is the only time in which they would pay in less than a full 12 months to be considered a member of ACAPT

11. Article IX. Consortia

Amend:

12. The Member Institutions may establish consortia following these procedures:

- 1 At least 5 ACAPT Representatives of Member Institutions A group of [NUMBER] of Member Institutions shall complete the "Application to Form a Consortium" and submit it to the ACAPT. See ACAPT "Rules and Procedures" document Consortium Rules of Order.
- 2 ACAPT's Executive Committee shall review the Application and will either approve it for consideration by the full ACAPT Board, ask for further clarification and then submit it to the full ACAPT Board for consideration, or deny the formation of the Consortium.
- 3 Applications approved by ACAPT'S Executive Committee shall be considered by the ACAPT Board at its next meeting for approval or rejection.
- 4 Applications that have been denied by ACAPT's Executive Committee may be appealed to the ACAPT Board by five or more Institutional Member representatives who submitted the Application.

Support Statement: Clarifies how a consortium may be established

RELEVANT POSITION/STANDARD/GUIDELINE/POLICY/PROCEDURE:

Per ACAPT's Bylaws, 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.



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PROPOSED BY: ACAPT Board of Directors

That the following amendments be made to the ACAPT Standing Rules:

3. Nominations and Elections, B) Nominations

Amend:

The Nominating Committee shall present the 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 in July of each year. All individuals nominated shall consent to serve in writing prior to the ballot being published. An individual may be nominated to be a candidate for only one position.

Support Statement: Clarifies that only those who've consented to serve shall be listed on the ballot and when the slate will be shared with the voting body

3. Nominations and Elections, C) Ballot and Consent

Amend: ~~The ballot will be published in August each year.~~ The ballot shall contain the names of individuals nominated in accordance with the Standing Rules who have consented to serve if elected.

Support Statement: The above amendment outlines when the ballot will be published

4. Annual Meeting, A) Presiding Officer

Amend: The presiding officer for the ACAPT Annual Meeting ~~meetings~~ shall be the vice-president of the ACAPT. The ACAPT secretary shall record the actions of the meeting and prepare the minutes.

Support Statement: Clarifies that the Vice President presides only over the Annual Meeting and not all meetings of ACAPT