

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

7 Amended May 2023

8 Amended September 2024

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

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

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15 **Article II: Purpose**

16 The purposes of ACAPT are:

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

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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).
- 3) 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.

53 **Section 2: Rights of Representatives of Member Institutions**

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

- 55 1) To attend all ACAPT business meetings
- 56 2) To speak and debate
- 57 3) To make, co-sponsor, and second motions
- 58 4) To vote
- 59 5) To hold office
- 60 6) To designate an individual from the academic faculty of the Member Institution with
- 61 authority to act according to the above rights on behalf of the Representative in his or
- 62 her absence. Delegation of the authority of the Representative of a Member Institution
- 63 to an individual from the academic faculty from the same institution must be
- 64 submitted in writing to ACAPT by the Representative of the Member Institution (or,
- 65 in extenuating circumstances, by an administrative representative of the Member
- 66 Institution) at least 1 week in advance of exercising a Member Institution's right to
- 67 representation or hand-carried by the individual from academic faculty into a
- 68 business meeting and presented to the Secretary prior to the start of the meeting.

69 B) Academic and clinical education faculty from Member Institutions shall have the

70 following rights:

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

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

76 Membership Institutions: Payment of ACAPT dues by Member Institutions shall constitute

77 application for and admission to membership.

78 **Section 4: Good Standing**

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

83 **Section 5: Disciplinary Action**

84 A) Member Institutions:

- 85 1) A Member Institution whose dues have not been received by forty five (45) calendar
86 days before the Annual Meeting shall be considered to be in arrears and its
87 membership rights shall be suspended. If the dues are not received within fourteen
88 (14) calendar days before the Annual Meeting, the membership shall be automatically
89 revoked and the membership rights of the institution shall terminate.
- 90 2) If a Member Institution no longer has a program accredited by CAPTE then the
91 institution shall cease to be a Member Institution of ACAPT and its membership
92 rights shall terminate. If one of the separately accredited programs of a Member
93 Institution with more than one such program is no longer accredited by CAPTE then
94 the Representative associated with that program shall cease to be a Representative and
95 may not exercise any membership rights on behalf of the Member Institution.
- 96 3) Academic or clinical education faculty of a Member Institution who are suspended or
97 expelled by the Association and/or Member Institution shall automatically have their
98 institutional membership rights suspended.

99 **Section 6: Reinstatement**

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

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

104 **Section 1: Annual Meeting**

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

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

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

114 B) Motions

- 115 1) Proposed motions shall be submitted to ACAPT's Board of Directors no later than
116 two months prior to the date of the Annual Meeting.
- 117 2) Motions that do not meet this two-month requirement may be considered at the
118 Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The
119 Board of Directors shall make motions available to the Representatives no later than
120 30 days prior to the date of the Annual Meeting. Last minute motions shall be
121 distributed to all Representatives at the start of a meeting.

122 C) Eligibility to Speak and Vote

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

126 **Section 2: Special Meeting(s)**

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

130 **Section 3: Meeting Notice**

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

133 **Section 4: Quorum**

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

136 **Section 5: Minutes**

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

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

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

146 **Section 1: Composition**

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

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

151 the at large Directors at the first meeting of the Board of Directors following their
152 installation as officers.

153 **Section 2: Eligibility**

154 Only the Representatives of Member Institutions are eligible to serve on the Board of
155 Directors.

156 **Section 3: Officers**

157 The Officers of ACAPT shall consist of the President, Vice-President, Secretary, and
158 Treasurer.

159 A) President

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

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

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

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

168 B) Vice-President

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

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

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

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

178 C) Secretary

179 1) The Secretary shall be responsible for keeping and distributing the minutes of all
180 meetings of the Representatives, the Executive Committee, and the Board of
181 Directors.

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

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

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

188 D) Treasurer

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

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

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

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

196 5) The Treasurer shall provide financial reports to the Board of Directors at least
197 quarterly or upon request by the Board.

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

200 7) The Treasurer shall, in general, perform all of the duties customary to the office of
201 Treasurer and such other duties as may from time to time be assigned by the President
202 or the Board of Directors.

203 **Section 4: Tenure**

204 A) Members of the Board of Directors shall assume office at the close of business at the
205 Annual Meeting of the Member Institutions in the year in which they are elected.

206 B) The term of office of each member of the Board of Directors shall be for three years or
207 until a successor is elected and takes office.

208 C) No person shall serve more than two complete consecutive terms on the Board of
209 Directors or more than 2 complete consecutive terms in the same office. A member who
210 has completed their terms of office is eligible to run again after taking off at least one
211 election cycle.

212 D) A complete term for a member of the Board of Directors shall be defined as 3 years.

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

220 **Section 5: Duties**

221 A) The Board of Directors shall:

222 1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board
223 of Directors may make and enforce such policy on behalf of ACAPT as is not
224 inconsistent with the mandates and policies determined by ACAPT.

- 225 2) Foster the growth and development of ACAPT.
- 226 3) Direct all business and financial affairs of ACAPT, including approving an annual
227 budget.
- 228 4) Be responsible for creation, appointment, purposes and activities of such committees
229 as it deems necessary.
- 230 5) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 231 6) Be responsible for development and maintenance of procedural documents related to
232 these Bylaws.
- 233 7) Review and revise existing ACAPT policies, and the Bylaws, for consistency of intent
234 and language with such policies as may be adopted from time to time by ACAPT.

235 B) Executive Committee

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

238 **Section 6: Conduct of Business**

239 A) Board of Directors

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

244 B) Executive Committee

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

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Article VI. Committees

250 The following will be Standing Committees of ACAPT:

251 **Section 1: Finance Committee**

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

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

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

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

265 **Section 2: Nominating Committee**

266 A) The Nominating Committee, elected by the Representatives, shall consist of three
267 individuals who are academic faculty of Member Institutions.

268 B) Members of the Nominating Committee shall serve a three year term or until their
269 successors are elected. The term of one member shall expire each year. No member shall
270 be elected to successive complete terms.

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

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

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

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

279 1) Provide a slate of candidates for each position from those consenting to serve. This
280 slate of candidates shall be published and made available to Representatives as soon
281 as available, but no later than two months before the Annual Meeting.

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

283 **Section 3: Reference Committee**

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

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

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291 **Article VII: Elections and Voting**

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

296 On petition of at least 5 Member Institutions, a qualified consenting member shall be placed
297 in nomination for a position as an officer, director, or as a member of the Nominating
298 Committee to serve as a nomination by petition. Such a petition must be filed with the

299 Secretary no later than 14 days after the list of candidates prepared by the Nominating
300 Committee has been distributed to members. A candidate nominated by petition shall be
301 afforded similar opportunities for publication of candidacy to the membership as those
302 afforded a candidate nominated by the Nominating Committee.

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304 **Article VIII: Finance**

305 **Section 1: Fiscal Year**

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

307 **Section 2: Expenditures**

308 A) Individuals and committees

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

312 B) Board of Directors and Executive Committee

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

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

316 **A) Member Institutions**

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

319 **B) Pro-rated**

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

324 C) Assessments

325 ACAPT may impose assessments on Member Institutions to preserve the solvency of

326 ACAPT.

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

328 ACAPT shall submit its annual audits, financial statements, and tax returns to the Association

329 as directed by the Association.

330

331 **Article IX. Institutes**

332 **Section 1. Definition**

333 There shall be four (4) Institutes:

- 334 • Academic Advancement
- 335 • Teaching & Learning
- 336 • Scholarly Inquiry
- 337 • Community Engagement

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

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

348

349 A) The Institute of Academic Advancement shall support and promote institutional
350 characteristics that reflect an intentional pursuit of excellence. This Institute shall
351 encourage institutional programmatic and clinical development; foster leadership

352 excellence; advance diversity, equity, and inclusion; and facilitate programmatic
353 innovation.

354 B) The Institute of Teaching & Learning shall support and promote curricular attributes
355 that ensure outcomes of educational excellence. This Institute will help to encourage
356 institutional educational excellence; facilitate excellence in clinical education; foster
357 curricular innovation; advance educational technology; and integrate professional
358 formation.

359 C) The Institute of Scholarly Inquiry shall cultivate a culture of scholarship and research
360 and ongoing assessment of outcomes in academic programs. This Institute shall
361 support scientific research to grow the profession; encourage implementation of
362 discoveries into practice and education; develop best practices for scientific,
363 educational, and community-based research; cultivate research leadership and
364 bolster educational preparation through research outcomes.

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

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370 **Section 2. Vacancies**

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

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Article X. Dissolution

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

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

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383 **Article XI. Parliamentary Authority**

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

387

388 **Article XII. Amendments**

389 A) The Bylaws may be amended at any business meeting of ACAPT at which there is a
390 quorum present by two-thirds of those present and voting.

391 B) Notification of a proposed amendment shall be given to the Member Institutions at least
392 30 days prior to a business meeting.

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

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

396