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## **BYLAWS of the**

### **STUDENT ASSEMBLY a component of the AMERICAN PHYSICAL THERAPY ASSOCIATION**

Adopted 6/92, 6/93, 2/97, 5/97, 6/99, 3/00, 2/02, 4/03, 11/05, 3/06, 10/09, 2/11, 2/12, 10/13,  
02/14

#### **ARTICLE I: NAME**

The Student Assembly of the American Physical Therapy Association, hereinafter referred to as the assembly, shall be an assembly of the American Physical Therapy Association, hereinafter referred to as the association.

#### **ARTICLE II: PURPOSE**

The purpose of the assembly shall be to provide a means by which Student Physical Therapist and Student Physical Therapist Assistant members of the association, having a common interest because of their category of membership, may meet, confer, and promote the interests of their membership categories and the assembly.

#### **ARTICLE III: OBJECTIVES**

The objectives of the assembly shall be to:

- A. Identify and respond to areas of concern related to assembly members.
- B. Promote the role of Student Physical Therapists and Student Physical Therapist Assistants in physical therapy.
- C. Promote membership and encourage the participation of assembly members in the association and the assembly.
- D. Assist the association in the furtherance of the association's Objectives and Functions.
- E. Provide such services as will further the assembly's purpose.

#### **ARTICLE IV: MEMBERSHIP**

##### **Section 1: Categories and Qualifications of Members**

The assembly membership categories and qualifications for Student Physical Therapist and Student Physical Therapist Assistant shall be the same as those of the association.

##### **Section 2: Rights and Privileges of Members**

The rights and privileges of the assembly's members shall be identical to those established in the association's bylaws.

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

All Student Physical Therapist and Student Physical Therapist Assistant members of the association shall be assigned to membership in the assembly.

#### **Section 4: Good Standing**

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the association.

#### **Section 5: Disciplinary Action**

Any member of the assembly who is suspended by the association shall have his/her membership privileges suspended in the assembly. Any member of the assembly who is expelled from membership in the association shall be expelled from assembly membership.

#### **Section 6: Reinstatement**

Any former member of the assembly who is in good standing in the association and who meets the qualifications for membership in the assembly may be reinstated to membership in the assembly by payment of the required association dues.

### **ARTICLE V: REGIONAL AND SPECIAL INTEREST GROUPS**

The assembly does not have regional special interest groups. The assembly assists with activities in chapters that establish student special interest groups for Student Physical Therapists and Student Physical Therapist Assistants. The assembly is not responsible for the creation of student special interest groups, nor does the assembly accept responsibility for any student special interest group actions once created.

### **ARTICLE VI: MEETINGS**

#### **Section 1: Annual Meeting**

The assembly shall hold an annual fall meeting of the assembly membership for the conduct of business, with attendance limited to assembly members and invited guests approved by the assembly officers, provided at least sixty (60) days notice is given to all members. A quorum shall consist of one hundred (100) members, including at least two officers.

#### **Section 2: Special Meetings**

Special meetings may be called by a 2/3 vote of the Board of Directors and/or shall be called in response to written request from three hundred (300) members, provided that thirty (30) days notice is given to all members. Attendance is limited to assembly members and invited guests approved by the assembly officers. Quorum shall consist of one hundred (100) members, including at least two officers.

### **ARTICLE VII: ASSEMBLY BOARD OF DIRECTORS**

#### **Section 1: Composition**

The Board of Directors shall consist of the officers who shall be the President, Vice President, and Secretary, as well as the Director of Communication, Director of Membership, Student Physical Therapist Delegate, Student Physical Therapist Assistant Delegate, Nominating Committee Chair, Nominating Committee Chair-Elect, and Nominating Committee Member.

#### **Section 2: Qualifications**

Only Student Physical Therapist and Student Physical Therapist Assistant members of the association can serve, and they are eligible to serve if they have:

1. Been a member of the assembly in good standing for at least 3 months prior to his/her appointment or election and maintain student status at their respective academic program for at least 6 months of his/her term.
2. Nominating Committee Chair shall have:
  - (a) Been an assembly member in good standing for at least three months immediately preceding their election,
  - (b) Maintain student status at their respective academic program for 18 months following their election as chair-elect.
3. The Nominating Committee Chair-Elect and Nominating Committee Member shall have:
  - (a) Been assembly members in good standing for at least three months immediately preceding their election and maintain student status at their respective academic program for six months of his/her term.
4. Consented to serve.
5. Submitted all of the following by the posted deadline: Nomination Form, Consent to Serve Form, and Candidate Statement
6. Delegates must adhere to APTA House of Delegates Bylaws.

### **Section 3: Assembly Officers**

#### **A. President**

The President shall be responsible for preparing agendas for all assembly and Board of Directors meetings. The President shall preside at all assembly and Board of Directors meetings. The President shall report annually to the assembly membership, at assembly Board of Directors meetings, to the APTA Board of Directors, and is responsible for the assembly's annual report to the association.

#### **B. Vice President**

The Vice President shall assume the duties of the President at the request of the President or in the absence or incapacitation of the President. The Vice President shall assume responsibility over public relations issues for the assembly, including overseeing the assembly's communication network.

#### **C. Secretary**

The Secretary shall be responsible for keeping the minutes of all assembly and Board of Directors meetings. The Secretary shall notify assembly members of the date, time and place of assembly meetings. The Secretary shall be responsible for maintaining the assembly's archives and correspondence and making assembly minutes and bylaws available to the assembly membership.

#### **D. Director of Membership**

The Director of Membership manages initiatives to improve association outreach, engagement, and retention.

#### **E. Director of Communication**

The Director of Communication manages communication between the Board of Directors and the assembly. The Director of Communication is responsible for regularly updating assembly social media and producing the monthly assembly newsletter along with the student guides to the association conferences.

#### **F. Student Physical Therapist Delegate**

The Student Physical Therapist Delegate is responsible for attending the annual and special meetings of the House of Delegates of the association. The Student Physical Therapist Delegate shall present to the House of Delegates on such matters as are ordered by, discussed, recommended, and/or in the best interest of the Student Assembly Board of Directors and/or voting body.

#### **G. Student Physical Therapist Assistant Delegate**

The Student Physical Therapist Assistant Delegate is responsible for attending the annual and special meetings of the House of Delegates of the association. The Student Physical Therapist Assistant Delegate shall present to the House of Delegates on such matters as are ordered by, discussed, recommended, and/or in the best interest of the Student Assembly Board of Directors and/or voting body.

- H. Nominating Committee consisting of:
1. Nominating Committee Chair
  2. Nominating Committee Chair-elect
  3. Nominating Committee Member

Nominating Committee is responsible for preparing a slate of candidates for each annual election as described in ARTICLE VII, Section 5.

#### **Section 4: Terms and Vacancies**

- A. Members of the Board of Directors shall assume office at the swearing in ceremony during the Annual Student Meeting.
- B. The term of office of each member of the Board of Directors shall be until the swearing in ceremony during the Annual Student Meeting with the election of their successor.
- C. No member of the Board of Directors shall serve consecutive terms in the same office.
- D. The President shall not be eligible to run for any position on the Board of Directors.
- E. In the event that a position on the Board of Directors becomes vacant, the vacancy shall be filled in the manner prescribed by the Board of Directors with the exception of the office of President.
- F. The Nominating Committee Chair shall fulfill a two-year term with the first year served as Nominating Committee Chair-elect. The second year will be served as Nominating Committee Chair and will begin when the current Chair's term has expired, following the swearing in ceremony during the Annual Student Meeting. Vacancies on this Committee shall be filled by appointment by the Nominating Committee until the next Annual meeting when elections shall be held.
- G. No member of the Nominating Committee may be nominated to run for any position on the Student Assembly Board of Directors while serving on the committee.

#### **Section 5: Duties**

The Board of Directors shall, in addition to the duties otherwise imposed by these bylaws and assembly policies:

- A. Carry out the mandates and policies of the assembly as determined by the membership. The Board of Directors may make and enforce such policy on behalf of the assembly as is not inconsistent with the mandates and policies determined by the membership.
- B. Direct all business and financial affairs for and on behalf of the assembly.
- C. Foster the growth and development of the assembly.
- D. Direct and determine the priority of all activities and expenditures in fulfillment of the assembly's Purpose and Objectives.
- E. Fill vacancies on appointed groups, except as otherwise provided in these bylaws and in the assembly policies.
- F. Be responsible for creation, appointment, purposes, and activities of such appointed groups as it deems necessary.
- G. Provide for the development and maintenance of a Board of Directors Governance Manual.
- H. Review and revise assembly policies for consistency of intent and language with such new policies as may be adopted.
- I. The Nominating Committee shall foster activities that maintain and promote a pool of nominees and prepare a slate of at least three candidates, if possible, for each position on the

Student Assembly Board of Directors from those consenting to serve. This slate of candidates shall be published and distributed to the members as soon as available, but no later than sixty (60) days before the annual meeting.

1. If, in any year, the Nominating Committee does not slate at least two candidates for each Student Assembly Board of Directors position by the designated deadline, the Nominating Committee shall solicit additional nominations by sending a list of open positions to the student network, Student Special Interest Group Presidents, and by posting the list on assembly electronic communication mediums. Any nominated student must then return both the completed Consent to Serve Form and the Candidate Statement Form to the Nominating Committee no later than 60 days prior to the election. The Nominating Committee shall then vote on all nominated candidates. If slated, nominated candidates would be offered all the rights and privileges of other candidates. All nominated candidates will be notified at least thirty (30) days prior to assembly elections.

### **Section 6: Conduct of Business**

- A. The Board of Directors shall meet no less than once a year.
- B. Seven members shall constitute a quorum.
- C. The President may call a special meeting of the Board of Directors and shall call a special meeting on the written request of two Board members.
- D. Written notice of all meetings shall be sent to all members of the Board of Directors not later than ten (10) days before the date fixed for the meeting.
- E. When a decision is needed between meetings of the Board of Directors, voting may be conducted by mail, fax, voice, or electronic communication with a return vote required from all members.

## **ARTICLE VIII: COMMITTEES**

### **Section 1: Project Committees**

Project Committees shall be created and dissolved by the Board of Directors to fulfill the goals and purpose of the assembly as is decided by a 2/3 vote of the Board of Directors. The Board of Directors maintains the ability to appoint members of the association to fulfill the roles within such committees as needed. This shall be decided by a 2/3 vote of the Board of Directors.

## **ARTICLE IX: DELEGATES TO ASSOCIATION HOUSE OF DELEGATES**

### **Section 1: Submitting Names of Delegates**

The assembly shall notify association headquarters of the name of the assembly Delegates, as required by the association and the Standing Rules of the House of Delegates.

## **ARTICLE X: ELECTIONS**

### **Section 1: Voting**

Officers, Delegates, and Nominating Committee members shall be elected by a plurality vote. The President, Vice President, Secretary, assembly Directors, assembly Delegates, Nominating Committee Member, and Nominating Committee Chair-elect shall be elected annually. The results of the elections will be disseminated to attendees of the Annual Student Meeting shortly after the close of ballot boxes and to the rest of the assembly shortly after the meeting.

### **Section 2: Floor Nominations**

A. Nominations for all positions shall not be taken during the business meeting (from the floor) at the Annual Student Meeting.

## **ARTICLE XI: FINANCE**

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

The fiscal year of the assembly shall be the same as that of the American Physical Therapy Association.

### **Section 2: Limitation of Expenditures**

No officer, employee, or committee shall expend any money not provided for in the budget as adopted or spend any money in excess of the budget allotment. The Board of Directors shall not commit the assembly to any financial obligation in excess of its current fiscal resources.

### **Section 3: Dues**

- A. There shall be no assembly dues.
- B. Membership shall be for the period specified in the association's bylaws.

### **Section 4: Financial Reports**

The assembly shall submit its annual financial statements, tax returns, and audit report to the association when and as directed by the association headquarters.

## **ARTICLE XII: DISSOLUTION**

The assembly may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the assembly's Board of Directors and adopted by two-thirds of the assembly's members.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIV: AMENDMENTS**

These bylaws may be amended by two-thirds of those present and voting at any meeting of the assembly, provided that at least sixty (60) days prior to that meeting a copy of the proposed amendments have been mailed or mailed electronically to the assembly members.

Amendments to the assembly's bylaws become effective upon approval in writing by the association's Board of Directors.

**ARTICLE XV: ASSOCIATION AS HIGHER AUTHORITY** In addition to these assembly bylaws, the assembly is governed by the association bylaws and standing rules, and by the association's House of Delegates and Board of Directors policies.

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