



Last Updated: 08/22/16  
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**HONORARY MEMBERSHIP PROPOSAL SUBMISSIONS BOD R09-09-05-07** [Amended BOD R03-06-28-73; BOD R03-03-29-81; BOD 03-97-06-13; BOD 06-75-00-00] [Procedure]

1. Proposals for APTA's Honorary Membership category must be submitted by a chapter of the Association with a nomination form obtained from APTA's Executive Department. This honor is open only to those individuals not otherwise eligible for membership in any member category of the Association.

Submission of proposals for Honorary Membership should be solicited and/or compiled by the nominating chapter, and shall include the following:

- a. Nomination form
  - b. Letter of nomination that specifically highlights the nominee's contributions:
    - significant to the profession of physical therapy
    - national in recognition and scope, and
    - of unique quality
  - c. Curriculum vitae or resume
  - d. Proposed language for presentation of the nomination to the House of Delegates in the form of a resolution with a preamble, and
  - e. Other background materials as appropriate,
2. Chapters should submit proposals with appropriate background materials via hard copy mailed to APTA's Honors and Awards Department, 1111 N Fairfax Street, Alexandria, VA 22314-1488, or electronically via e-mail to [honorsandawards@apta.org](mailto:honorsandawards@apta.org) by the deadline date of December 1.
  3. Proposals shall be presented to the Board of Directors for consideration at the March Board of Directors meeting.
  4. The nominating chapter will be notified of the action of the Board of Directors regarding the proposal following the March Board meeting.
  5. If the Board of Directors recommends action to the House of Delegates through the presentation of a motion in the form of a resolution with a preamble for Honorary Membership, the chapter should have a delegate prepared to present the support statement to the House of Delegates.

**SAMPLE RESOLUTION:**

**ELECTION TO HONORARY MEMBERSHIP IN THE AMERICAN PHYSICAL THERAPY ASSOCIATION:**  
[name of individual]

Whereas, Xxx xxx xxx xxxxx xxx xxxxx xx xxx xxxxxxxx xx xx xxx xxx;  
[First letter of "Whereas" and first letter of the word following "Whereas" is always capitalized. "Whereas" is always followed by a comma, and the sentence should end with a semi-colon.]

Whereas, Xxx xx xxx xxx xxx;

Whereas, Xxx xxx xxxxx xx xxx xx xxx xx xxxxx xx xxxxxx xxxxx xxxxxx; and,  
[At the end of the clause immediately preceding the last "Whereas" clause of the resolution, place the word "and" after the semi-colon followed by a comma.]

Whereas, Xx xxx xxx xxx xxx xxxxx xxx;

Resolved, Xxxx xx xxx xxxx xxx xxx xx xxxx xx xxxxx xx xxxxx xxxx xxxx xxxxxx.

[First letter of "Resolved" and first letter of the word following "Resolved" is always capitalized. "Resolved" is always followed by a comma, and the sentence should end with a period. There may be more than one "Resolved" in a resolution.]

6. If the resolution with a preamble is adopted by the House of Delegates, and the recipient is unable to be present during the House session to accept the honor, the chapter should identify a representative to accept the membership on behalf of the recipient. Chapter officers may then make the presentation of membership to the recipient at a later date.
7. A framed certificate will be given to the recipient commemorating the Honorary Membership category in the Association.

(Executive Department, ext 3145)

**Explanation of Reference Numbers:**

BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure