

BYLAWS OF SECTION ON GERIATRICS

ARTICLE I: NAME

The Section on Geriatrics of the American Physical Therapy Association, hereinafter referred to as the Section, shall be a section of the American Physical Therapy Association shall hereinafter be referred to as Association.

ARTICLE II: PURPOSE

The purpose of the Section shall be to provide a means by which Association members who have a common interest in the area of geriatric physical therapy may meet, confer, and promote professional growth in the field of geriatrics

ARTICLE III: OBJECTIVES

- A. Promote and support physical therapy practitioners' professional development.
- B. Serve as advocates for aging individuals.
- C. Promote research on issues related to aging.
- D. Advocate quality physical therapy services for the aging population.
- E. Represent the interests and concerns of the physical therapy practitioner through a strong and responsive organization.

ARTICLE IV: MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, 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 Section members shall be identical to those established in the Associations bylaws for the various categories of membership.

Section 3: Application for and Admission to Membership

The payment of Section dues by Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant members in good standing in the Association shall constitute application for and admission to Section membership.

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 and makes timely payment of required Section dues.

Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended in the Section. Any member who is expelled from membership in the Association shall be expelled from Section membership.
- B. Any member of the Section who fails to make timely payment of required dues shall be expelled from Section membership.

Section 6: Reinstatement

Any former member of the Section who is in good standing in the Association may be reinstated to membership in the section by payment of the required Section dues.

ARTICLE V: SPECIAL INTEREST GROUPS

Section 1: Purpose and Formation

- A. Purpose
Members of the Section having common interest in special areas of geriatrics may meet, confer, and promote their interests in their respective special interest group.
- B. Formation and Dissolution
Special Interest Groups of the Section may be established and dissolved in accordance with the rules and conditions set down by the Section Board of Directors.

Section 2: Limitations

Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section
- B. No Special Interest Group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the Special Interest Group unless authorized to do so in writing by the Section's Board of Directors

ARTICLE VI: MEETINGS

Section 1: Regular and Annual Meetings

- A. The Section will hold an annual meeting of the Section membership for the purpose of conducting business at the time of the Association/s Combined Section Meeting or, in the event that the Combined Sections Meeting (CSM) does not take place, at the Scientific Meeting and Exposition of the Association. If both the CSM and the Scientific Meeting and Exposition are not held, the Section's annual meeting shall be held at the time and place of the annual session of the Association's House of Delegates.
- B. Attendance is limited to Section members and invited guests approved by a Section officer.
- C. Notice of the Annual Meeting will be provided to all members of the Section at least thirty (30) days in advance of the meeting.
- D. A quorum shall consist of 15 members, including at least two officers.

- E. Only those Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Association who are members of the Section shall have the privilege of voting at the Annual Meeting of the Section.

Section 2: Special Meetings

Special meetings may be called by the President, or shall be called upon written request by any three (3) members of the Board of Directors, or any twenty-five (25) members, provided that thirty (30) days notice is given to all members. Attendance is limited to Section members and invited guests approved by a Section officer. A quorum shall consist of fifteen (15) members, including at least two officers. Only those Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Association who are members of the Section shall have the privilege of voting.

Section 3: Meeting Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, four (4) Directors, and the Delegate.

Section 2: Qualifications

- A. Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Section may serve on the Board of Directors with the exception of President and Vice President who shall be Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members only and Delegate who shall be Physical Therapist or Physical Therapist Assistant members only.
- B. All officers and directors must have been Association members for at least two (2) years and Section members for at least one (1) year immediately preceding their election.
- C. All candidates must consent to fill the duties of the office for which they have been nominated.

Section 3: Terms and Vacancies

- A. Terms
 - 1. Members of the Board of Directors shall assume office at the close of the Section's Annual Meeting.
 - 2. The complete term of office of each member of the Board of Directors shall be three (3) years or until their successors are elected.
Officers will be elected on the following cycle:
Year 1: President, Vice President, one Director and one Nominating Committee Member

Year 2: Treasurer, two Directors, one Nominating Committee Member
Year 3: Delegate, Secretary, one Director, one Nominating Committee Member

3. No member shall hold more than one office at a time and no member shall be eligible to serve more than three (3) complete consecutive terms on the Board of Directors or more than two (2) complete consecutive terms in the same office or position.

B. Vacancies

In the event that a position on the Board of Directors becomes vacant for any reason, and except as otherwise provided for in these bylaws the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

Section 4: Specific Duties

A. President shall:

1. Prepare the agenda for and preside at all meetings of the Section and Board of Directors.
2. Serve as an ex-officio member of all committees except the Nominating committee.
3. Submit to the Association and the members an annual report in writing of the activities of the Section per Association policy.
4. Serve as the official spokesperson of the Section.
5. Assign committee assignments to the Directors.
6. Coordinate the Strategic Plan.
7. Orient new officers to their duties.

B. Vice-President shall:

1. Assume the duties of the President if the President is absent or incapacitated.
2. Orient all committee chairmen to their duties and supervise the transition from old to new chairmen.
3. Assist the Section President in the discharge of the duties of that office.

C. Secretary shall:

1. Present all records and documents of the Section at business meetings and keep a correct and permanent record of the meetings and transactions of the Section.
2. Maintain the books, records, manuscripts and correspondence of the Section.
3. Maintain an accurate record of the membership roster.
4. Complete other secretarial functions as may be required by the Board of Directors.

D. Treasurer shall:

1. Maintain complete and accurate financial records.
2. Submit a written report at all Section and Board of Directors meetings.
3. Submit a proposed budget at the annual business meeting for approval.
4. Complete other duties as may be required by the Board of Directors.

E. Directors shall:

1. Be responsible for the coordination and activities of the standing committees.
2. Submit a written report at all Section and Board of Directors meetings.
3. Complete other duties as may be required by the President.

- F. Delegate shall:
1. Represent the Section's interests on matters that are brought before the Association's House of Delegates for deliberation and action.
 2. Study the matters brought before the Association's House of Delegates for deliberation and action and solicit guidance on such matters from the members and the Board of Directors.
 3. Submit a written report to the Board of Directors and the members of the actions taken by the House of Delegates.

Section 5: General Duties

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

- A. Carry out the mandates and policies of the Section as determined by the members and, between meetings of the Section, shall make and enforce such policies on behalf of the Section as are consistent with the mandates and policies determined by the members, subject to the provisions in these bylaws.
- B. Direct all business and financial affairs for and on behalf of the Section, adopt the Section's annual budget, be responsible for all of the Section's property and funds, and provide for an annual audit.
- C. Appoint and fill vacancies on the Board of Directors and for standing committee chairman and shall coordinate the activities of the standing and special committees.
- D. Be responsible for the time and place of the Annual Meeting and any other meetings of the Section.
- E. Be responsible for the content, time and place of programs of the Section.
- F. Be responsible for publications of the Section.
- G. Transfer all records in good order to their successors within two (2) weeks following the Annual meeting.

Section 6: Conduct of Business

- A. The Board of Directors shall meet not less than once a year.
- B. The President shall call a special meeting on written request of five (5) members of the Board of Directors.
- C. Written notice of all meetings shall be mailed to all members of the Board of Directors not later than ten (10) days before the fixed date for the meeting.
- D. Five (5) members of the Board of Directors shall constitute a quorum.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer and one member elected by majority vote of the Directors and the Delegate.

Section 2: Duties

- A. At the call of the President or a majority of the Executive Committee, the Executive committee shall exercise the powers of the Board of Directors between meetings of the Board of Directors.
- B. To recommend appointees to fill vacancies on the Board of Directors except for the President during that term of office.

Section 3: Conduct of Business

- A. The Executive committee shall meet as necessary to fulfill its duties.
- B. A majority shall constitute a quorum

ARTICLE IX: COMMITTEES

Section 1: Appointed Committees

Beside such other committees as shall be created by the Board of Directors to maintain the purposes and directives of this Section, the Board of Directors shall appoint the following:

- A. Finance
 - 1. Composition
The Finance committee shall consist of the current Section Treasurer, one additional member of the Board of Directors (excluding the President) elected by the Board of Directors, and 3 members at large appointed by the Board of Directors.
 - 2. Tenure
The Section Treasurer serves as the Chair of the Finance Committee for the length of tenure as Section Treasurer, or until the successor is elected. The committee member from the Board of Directors is elected by the Board on a yearly basis. The complete term of office of each member at large of the Finance committee is three (3) years, or until their successors are appointed.
 - 3. Duties
The Finance committee shall advise the Board of Directors on matters pertaining to the Section's financial needs, growth, and stability based on periodic review of income, expenditure and investments.

Section 2: Elected Committees

- A. Nominating Committee
 - 1. This committee, elected by mail ballot of all Section members eligible to vote in elections, shall consist of three (3) members who are Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the

Section. Such Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members in good standing with the Association for at least two (2) years and one (1) year in the Section immediately preceding their election will be eligible.

2. Members shall serve three (3) year terms. One new member shall be elected each year. No member shall be elected to successive complete terms on the Nominating committee.
3. The senior member of the committee shall serve as chairman.
4. Vacancies on this committee shall be filled by appointment by the Board of Directors to fill the unexpired portion of the term.
5. This committee shall prepare a slate of at least two candidates if possible, from those consenting to serve, for each position on the Board of Directors. The Nominating committee shall submit this slate of candidates to the Secretary no later than 60 days prior to the Annual meeting of the Section, obtain consent to serve, conduct elections by mail ballot, and submit an election report to the membership at the Annual meeting.

ARTICLE X: ELECTIONS

- A. Members of the Board of Directors and members of the Nominating committee shall be elected by mail or electronic ballot. The ballots must be received by the tellers at least thirty (30) days before the date of the Section's Annual meeting.
- B. Tellers designated by the Secretary shall tabulate the results of the election. Election for each office or position shall be by a plurality of the valid votes cast.
- C. The Secretary and one member of the Nominating committee in the final year of service on that committee shall be responsible for verifying the election results.
- D. The Secretary shall report the results of the election to each of the nominees, to the Board of Directors, and at the first meeting following the election and to the Association within forty five (45) days.
- E. One hundred (100) valid ballots shall constitute a valid election
- F. If a vote fails to determine election, rebalotting shall be conducted under procedures determine by the Board of Directors.

ARTICLE XI: FINANCE

Section 1: Fiscal Year

The fiscal year of the Section shall be the same as that of the Association.

Section 2: Limitation on 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 budget allotment except by order of the Board of Directors. The Board of Directors shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. The dues for each membership category shall be:
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| 1. Physical Therapist member: | \$45 |
| 2. Physical Therapist—Post Professional Student | \$15 |
| 3. Physical Therapist Assistant member: | \$35 |
| 4. Life Physical Therapist member: | \$15 |
| 5. Life Physical Therapist Assistant: | \$15 |
| 6. Student Physical Therapist: | \$15 |
| 7. Student Physical Therapist Assistant member: | \$15 |
| 8. Retired Physical Therapist: | \$15 |
| 9. Retired Physical Therapist Assistant: | \$15 |
- B. All dues shall be payable for the period specified in the Association's bylaws and shall be payable following the Association's schedule.
- C. Dues Changes
All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association deadline will become effective on the first of the Association's next fiscal year.

Section 4: Financial Statements

The Section shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by the APTA Headquarters.

ARTICLE XII: DISSOLUTION

- A. The Section may dissolve subject to recommendation to dissolve supported by no less than two thirds (2/3) of the members of the Section's Board of Directors and adopted by two thirds (2/3) of the members.
- B. Upon dissolution of the Section, all records and properties of the Section after payment of all bonafide debts shall become property of the Association.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

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

ARTICLE XIV: AMENDMENTS

- A. These Bylaws may be amended at the Annual meeting of the Section by a two thirds (2/3) vote of members present and voting, providing that notice of the proposed amendments has been given to the Section membership at least thirty (30) days in advance of the meeting at which the amendments are to be considered.

- A. If the intent of an amendment is editorial or to bring the Sections bylaws into agreement with those of the Association, the amendment shall be made as required by the Secretary and shared with the Board of Directors. The Secretary shall notify the Section membership that such amendments have been made.
- B. Amendments to the Section bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Section dues become effective on the first of the Associations next fiscal year following approval.)

ARTICLE XV: ASSOCIATION AS A HIGHER AUTHORITY

In addition to these Bylaws, the Section is governed by the Association Bylaws and Standing Rules and by Association Policies.

Amended: February 1997; June 1998; February 1999; February 2001; February 2002; February 2003; February 2005; Compliance Changes made May 2006;