

B Y L A W S  
OF THE  
LOUISIANA PHYSICAL THERAPY ASSOCIATION  
ADOPTED APRIL 16, 1982  
AMENDED JULY 16, 1988  
AMENDED APRIL 20, 1991  
AMENDED OCTOBER 16, 1993  
AMENDED SEPTEMBER 10, 1994  
AMENDED MARCH 11, 1995  
AMENDED MARCH 15, 1997  
AMENDED SEPTEMBER 16, 2000  
AMENDED SEPTEMBER 6, 2003  
COMPLIANCE REVISIONS NOVEMBER 16, 2005  
AMENDED SEPTEMBER 2006  
AMENDED SEPTEMBER 2007  
REVISION SEPTEMBER 20, 2014  
AMENDED MARCH 12, 2016

**ARTICLE I. NAME & TERRITORIAL JURISDICTION**

SECTION 1. The name of this organization is the Louisiana Physical Therapy Association, Inc., a chapter of the American Physical Therapy Association, hereinafter referred to as the Chapter and the Association.

SECTION 2. The territorial jurisdiction of the Chapter is the Sovereign State of Louisiana.

**ARTICLE II. OBJECT**

The object of the Chapter shall be the object of the Association as stated in the Association Bylaws.

**ARTICLE III. FUNCTIONS**

The functions of the chapter shall be the same as the functions of the Association as stated in the Associations Bylaws.

**ARTICLE IV. MEMBERSHIP**

SECTION 1. Categories and Qualifications of Members

The Chapter 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. In addition, the Chapter shall maintain a single Corresponding Member and a single Corresponding Student category with rights and privileges as stated in the Association bylaws.

SECTION 2. Rights and Privileges of Members

- A. The rights and privileges of the Chapter's members shall be identical to those established in the Association bylaws.
- B. Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant shall have one (1) vote at the Chapter level.

### SECTION 3. Admission to Membership

Admission to Chapter membership is by assignment by the Association's Board of Directors.

### 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

- A. The ethical standards of the Association shall be the ethical standards of the Chapter.
- B. Any member of the Chapter who is suspended by the Association shall have his or her membership privileges suspended in the Chapter. Any member who is expelled from membership in the Association shall be expelled from Chapter membership.
- C. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's Procedural Document on Disciplinary Action.

### SECTION 6. Reinstatement

Individuals are reinstated to Chapter membership in accordance with the Association's Standing Rules. These procedures shall be included in the Chapter Reference Manual. The Chapter may not charge a reinstatement fee.

## **ARTICLE V. DISTRICTS AND SPECIAL INTEREST GROUPS**

### SECTION 1. Districts

- A. A district shall:
  - 1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
  - 2. Not establish dues.
  - 3. Not levy special assessments that carry punitive action or loss of good standing.

## B. District Boundaries and Membership

1. The number of Districts and the territorial boundaries of each District shall be determined by the Board of Directors and shall be stated in the Chapter Reference Manual. A district of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified in the Chapter's Reference Manual.
2. The secretary shall assign each Chapter member to the District which includes the member's address as listed with the Association.
3. A member may request, in writing to the Board of Directors, to transfer to another district.

## C. Obligations and Purpose

1. Shall provide the mechanism for communication and continuing education for the membership.
2. Shall be represented on the Board of Directors by a District Chairman.
3. Shall be represented on the Standing committees with District Representation: Government Affairs; Finance and Nominating committees. The District may be represented on the other standing committees
4. Shall hold a minimum of three District meetings each year, one of which shall be within forty-five (45) days following the Fall Chapter Meeting.

## D. District Chairmen

1. Shall be elected by the District membership present and voting at the first District meeting following the Fall Chapter Meeting every other year. Election years for each District shall be established by the Board of Directors so that all District Chairmen are not elected in the same year.
2. Shall serve a two (2) year term, beginning January 1 of the year following election.
3. Vacancies shall be declared by the Board of Directors on the same basis as other Board of Directors vacancies.
4. Vacancies shall be filled by election by the district membership. The President shall call a District Meeting within thirty (30) days of the creation of the vacancy for the purpose of conducting an election.
5. Duties and Responsibilities
  - a. Shall coordinate all District Activities.
  - b. Shall represent the District on the Board of Directors.

- c. Shall conduct District elections.
- d. May appoint District committee representatives if the District does not elect a representative to one or more of the standing committees.
- e. Shall make an annual report to the Board of Directors.
- f. May have additional duties outlined in the Chapter Reference Manual or assigned by the Association, the membership, Board of Directors, or Executive Committee.

## SECTION 2. Special Interest Groups

- A. Special interest groups shall serve to promote and develop their objectives as they relate to the objectives of the Chapter, provided the members of such groups are not required to belong to the Association section of like nature or with similar interest.
- B. Upon written petition of physical therapist and physical therapist assistant members to the Board of Directors of the Chapter stating the purpose of the special interest group and eligibility for membership therein, a special interest group may be established when the following criteria are met:
  - 1. Demonstration of group interest by at least ten (10) chapter members.
  - 2. Approval by a two-thirds (2/3) vote of the Board of Directors. (Disapproval by the Board of Directors may be appealed at the next Chapter Meeting.)
- C. Each special interest group may make rules for its operation provided these rules shall in no way conflict with the bylaws, policies or procedures of the Chapter or the Association; such rules shall be reviewed and approved by the Chapter Board.
- D. Special interest groups may levy dues, however non-payment shall not carry punitive action at the National or Chapter level. These dues must be collected by the Chapter.
- E. Each special interest group shall be responsible for providing the Chapter Secretary with current copies of their rules and mailing list.
- F. A special interest group may be voluntarily dissolved by two-thirds (2/3) vote of its membership or may be dissolved by the Board of Directors for failing to comply with the Chapter's or the Association's Bylaws, Policies or Procedures.
- G. In case of dissolution for any cause all property and records of whatsoever nature in the possession of the special interest group shall, after payment of its bonafide debts, be conveyed to the Chapter.

## SECTION 3. Limitations

Districts and Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Chapter.
- B. No district or special interest group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the district or special interest group unless authorized to do so in writing by the Chapter's governing body.

## **ARTICLE VI. MEETINGS**

### SECTION 1. Regular and Annual Meetings

- A. A minimum of two meetings of the membership shall be held each fiscal year.
- B. The Spring Meeting of the Chapter shall be held not more than ninety (90) days nor less than thirty (30) days prior to the Annual Conference of the Association.
- C. The Fall (annual) Meeting of the Chapter shall be held no later than the end of October.

### SECTION 2. Special Meeting(s)

Such other additional meetings as are necessary may be called by the President, the Board of Directors or Executive Committee, and shall be called at the written request of 10% of the voting membership.

### SECTION 3. Meeting Notices

- A. Notice of the Fall Chapter Meeting shall be sent to all members in good standing at least four (4) weeks prior to the meeting.
- B. Notices of other Chapter Meetings shall be sent to all members at least two (2) weeks prior to the meeting unless bylaws amendments are to be voted upon and then thirty (30) days' notice is required.

### SECTION 4. Quorum

A minimum of twenty-five (25) of the members eligible to vote shall constitute a quorum.

SECTION 5. All meeting minutes shall be submitted to the Association within 45 days after the date of the meeting.

## **ARTICLE VII. OFFICERS, BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

### SECTION 1. Officers; Rights, Duties and Responsibilities

- A. The officers of the Chapter are the President, Vice-President, Secretary and Treasurer.
- B. The President shall:

1. Serve as the official head and public spokesman of the Chapter
2. Preside at all meetings of the Chapter, Board of Directors, and Executive Committee.
3. Serve as a delegate to the Association's House of Delegates.
4. Submit an annual report of the Chapter's activities to the Board of Directors of the Association and such other reports as may be requested from time to time.

C. The Vice-President shall:

1. Assist the president in the discharge of such duties of that office as are designated by the president.
2. Assume the duties of the president in his/her absence.

D. The Secretary shall:

1. Record and maintain minutes of all proceedings of the Chapter, the Board of Directors, and the Executive Committee.
2. Send copies of all Chapter Business Meeting Minutes to the Association according to Association policy within 45 days after the date of the meeting.

E. The Treasurer shall:

1. Be responsible for keeping true and accurate accounts of all receipts and disbursements of the Chapter.
2. Make a full financial report annually to the Association and to the Chapter membership.
3. Provide for an annual review of the Chapter's financial record by an accountant and send a copy to the APTA according to Association Policy.

F. Each Chapter officer:

1. May have additional duties outlined in the Chapter Reference Manual or assigned by the Association, the membership, Board of Directors, or Executive Committee.
2. Shall keep records and files of business transacted for the Chapter, and shall make an annual report to the membership.

## SECTION 2. Terms and Vacancies

- A. The president and secretary shall be elected at the Fall Chapter meeting in the same year, for a term of three years or until the election and assumption to office of their

successors. The terms of office begin at the close of the Fall Chapter Meeting in the year of the officers' elections.

- B. The vice-president and treasurer shall be elected at the Fall Chapter Meeting in the next year for a term of three years or until the election and assumption to office of their successors. The terms of office begin at the close of the Fall Chapter Meeting in the year of the officers' elections.
- C. Elected Chapter officers shall not serve more than two (2) consecutive terms in the same office.
- D. District Representatives to the Executive Committee shall serve a term of one (1) year, concurrent with the Chapter's fiscal year.
- E. Vacancies
  - 1. A vacancy on the Board of Directors shall be declared by a majority of the Board on the basis of the following:
    - a. Death or resignation of a member.
    - b. Loss of chapter membership.
    - c. Failure to perform assigned duties.
    - d. Failure to attend fifty percent of the scheduled meetings during the fiscal year.
  - 2. A vacancy in the office of president shall be filled by the vice-president until the next regularly scheduled Presidential Election.
  - 3. Vacancies in the positions of vice-president, secretary, treasurer, chief delegate, physical therapist assistant representative and chairman of the nominating committee shall be filled by the Board of Directors. Such appointees shall serve until the next regularly scheduled election for that position.
  - 4. A vacancy in the position of immediate past-president shall remain unfilled until the elections of a new president.
  - 5. District Chairmen vacancies shall be filled by a special election at a specially called district meeting, providing that written notice from the President is given to the District membership at least fifteen (15) days prior to the meeting.

### SECTION 3. Qualifications

- A. Membership qualifications for eligibility to hold office shall be those identified in the Association Bylaws.
- B. A member is eligible to serve as an officer or a district chairman if he/she has been a member in good standing of the Association for one (1) year immediately preceding

his/her election.

- C. Physical Therapist Assistants, Life Physical Therapist Assistants and retired PTAs may hold office subject to the limitations specified in the Association bylaws, Article V, Section 5, subparagraph C.

#### SECTION 4. Composition

##### A. Board of Directors

1. The Board of Directors shall consist of a president, vice-president, secretary, treasurer, immediate past-president serving for one year immediately following his/her departure from the office of president, chief delegate, PTA representative to the PTA Caucus, nominating committee chairman, government affairs chairman and the district chairmen.

2. No one may hold more than one (1) position on the Board of Directors at the same time.

- B. The Executive Committee of the Board of Directors shall be composed of the president, vice-president, secretary, treasurer, and immediate past-president for the first year as immediate past-president, and three (3) district chairmen appointed by the Board of Directors.

#### SECTION 5. Duties of the Board of Directors and Executive Committee

##### A. Board of Directors

1. Shall carry out the mandates and policies of the Chapter as determined by the members and, between meetings of the Chapter, shall make and enforce such policies on behalf of the Chapter as are not inconsistent with the mandates and policies established by the membership, subject to the provisions of these Bylaws, the Chapter Reference Manual, and the Association Bylaws.

2. May make, amend or repeal Resolutions of its own body not inconsistent with the provisions of these Bylaws, the Chapter Reference Manual, and the Association Bylaws.

3. Shall assign such duties over and above the usual duties assigned to members of the Executive Committee.

4. May appoint, subject to approval of the voting body, an advisory panel of three (3) who may be physicians, educators, hospital administrators or other non-physical therapists.

5. Shall bring before the members at any regular or special meeting, or by correspondence, any communication of the Board of Directors of the Association, the National Office, or the House of Delegates and other matters pertaining to

policy and procedures for their information, opinion, and/or vote.

6. Shall fill vacancies in the position of vice-president, secretary, treasurer, chief delegate, PTA representative, nominating committee chairman and government affairs chairman whom shall stand until the next regularly scheduled election for that position.
7. May establish Ad Hoc Committees and Task Forces at its discretion.
8. Shall act upon a written petition requesting the formation of a special interest group at the next meeting following receipt of the petition.
9. Shall appoint three of the District Chairmen to serve on the Executive Committee.
10. Shall designate a location for each Chapter Meeting at least eighteen (18) months prior to each meeting.

#### B. Executive Committee

1. Shall be responsible for the day to day operation of the Chapter.
2. Shall exercise the powers of the Board of Directors between meetings of the Board, except that it cannot declare vacancies or fill vacancies in the Board of Directors or the Executive Committee.
3. Shall appoint the Chapter Ethics Committee.
4. Shall appoint the Chairman of Finance Committee.
5. Shall direct and coordinate the activities of the Standing, Ad Hoc, and special committees, task forces, and special interest groups of the Chapter, except that the direction and coordination of the activities of the Chapter Ethics committee shall be limited as specified in ARTICLE IV, SECTION 5.C.

### SECTION 6. Meetings

#### A. The Board of Directors

1. Shall meet not less than three (3) times annually and at such other times as are necessary to conduct the affairs of the Chapter.
2. Special meetings may be called by the President or at the request of four (4) Board members.
3. Notice of regular meetings shall be sent to all members of the Board of Directors no later than fourteen (14) days before the date of the meeting. Special meetings may be called with seven (7) days' notice.
4. The presence of eight (8) of the members constitutes a quorum.

5. When a decision is needed between meetings of the Board of Directors, voting may be conducted by postal mail, electronic communications or by conference call.
- B. The Executive Committee
1. Shall meet not less than two (2) times annually and at such times as are necessary to conduct the affairs of the Chapter
  2. Special meetings may be called by the President or at the request of three (3) members of the Executive Committee.
  3. Written notice of the meetings shall be sent to all members of the Executive Committee no later than fourteen (14) days before the date fixed for the meeting. Special meetings of the Executive Committee may be called with seven (7) days notice.
  4. The presence of four (4) of the current members shall constitute a quorum.
  5. When a decision is needed between meetings of the Executive Committee, voting may be conducted by postal mail, electronic communications or conference call.

## **ARTICLE VIII. COMMITTEES**

### **SECTION. 1. Finance Committee**

- A. The Finance Committee is a standing committee which shall have representation by each District.
- B. Membership.
1. Members are elected by District members at the first District meeting following the Fall Chapter meeting in the uneven numbered years.
  2. The immediate past treasurer shall be an at-large-member of the committee in the first year as past treasurer.
  3. The Chairman shall be appointed by the Executive Committee.
- C. Terms
1. Term begins January 1 of the even numbered year following election And shall be for two (2) years or until replaced.
  2. Vacancies shall be filled by the District Chairman and shall be for the remainder of the term. Vacancy in the Chairman's position shall be filled by the Executive Committee. Vacancies shall be declared on the basis of the following:

- a. Death or resignation of a member.
- b. Loss of Chapter membership.
- c. Failure to perform assigned duties.

D. Duties and Responsibilities.

1. The basic duties of the Finance Committee are to advise the Board of Directors on matters pertaining to financial needs, growth and stability of the Chapter.
2. The Committee will prepare and present an annual budget to the Board of Directors; will advise on investment policies and compliance with financial obligations to the APTA.
3. The Finance Committee shall submit a written annual report by January 1 of each year.
4. Other duties and responsibilities may be specified in the Chapter Reference Manual and may be assigned by the membership, the Board of Directors or the Executive Committee.

SECTION 2. Ethics Committee

A. Membership

1. The Ethics Committee shall be composed of five (5) members appointed by the Executive Committee. It is a standing committee of the Chapter.
2. The committee will elect a Chairman annually from within its membership.

B. Term

1. Terms shall begin on January 1 and shall be for three (3) years.
2. Vacancies shall be declared on the basis of the following:
  - a. Death or resignation of a member.
  - b. Loss of Chapter membership.
  - c. Failure to perform assigned duties.

3. Vacancies shall be filled by the Executive Committee for the remainder of the unexpired term

C. Duties and Responsibilities.

In the event of a written complaint alleging a violation of the ethical

principles and standards of the American Physical Therapy Association by a member or members, the committee shall take appropriate action in accordance with ARTICLE IV., SECTION 5, of these Bylaws and the procedures prescribed by the Association Board of Directors.

### SECTION 3. Government Affairs Committee

#### A. Membership.

1. The Government Affairs Committee is a standing committee which shall have representation by each District.
2. The Chairman of the Government Affairs Committee shall be elected by the membership at the Fall meeting in the even numbered year.
3. Vacancies shall be filled by the District Chairman and shall be for the remainder of the term.

#### B. Term

1. The Chairman's term shall begin on January 1, of the uneven year following election and shall be a two (2) year term or until replaced.
2. The members' term shall be one (1) year beginning in the year they are elected.
3. A vacancy in the position of the Chairman of the Government Affairs Committee shall be declared by the Board of Directors on the same basis as other Board of Directors vacancies.
4. The Chairman vacancy shall be filled by the Board of Directors. Such appointment shall be for the remainder of the term.

#### C. Duties and Responsibilities

1. Duties and responsibilities shall be specified in the Chapter Reference manual and may be assigned by the membership, the Board of Directors or the Executive Committee.
2. The Government Affairs Committee shall submit a written annual report to the Board of Directors by December 31 of each year.

### SECTION 4. Nominating Committee

#### A. Chairman

1. Shall be elected at the Fall Chapter Meeting in even numbered years.
2. Shall serve as a committee member-at-large for the first year, assume the

chairmanship on January 1 of the next even numbered year to serve a two (2) year term, and serve an additional year as a member-consultant, if not re-elected as chairman.

3. A vacancy shall be declared by the Board of Directors on the same basis as other Board of Directors vacancies.
4. A vacancy shall be filled by the Board of Directors. Such appointment shall be for the remainder of the term.
5. A vacancy occurring after the chairman has served two (2) years as chairman shall not be filled if a new chairman has been elected.
6. Shall perform the duties and responsibilities specified in these Bylaws for Standing Committee Chairmen.

#### B. Membership

1. This committee is a standing committee. Each District shall elect a District representative at the first District meeting following the Fall Chapter Meeting in uneven numbered years.
2. If a District does not elect a District Representative, the District Chairman may appoint a representative or the District Chairman may represent the District on this committee. Each District must be represented.

#### C. Terms

1. Terms shall begin January 1 of each even numbered year and shall be for two (2) years or until replaced.
2. Vacancies shall be declared by the Executive Committee on the same basis as Standing Committee member vacancies.
3. Vacancies shall be filled by the District Chairman and shall be for the remainder of the term.

#### D. Duties and Responsibilities

1. The Nominating Committee shall prepare a slate of one or more candidates for the following positions at least thirty (30) days prior to the Fall Chapter Meeting in the year of their election.
  - a) For President and Secretary in the same year, to be elected for a term of three (3) years.
  - b) For Vice-President and Treasurer in the same year, to be elected for a term of three (3) years.

- c) Chief Delegate to be elected every 3 years for a term of three (3) years  
Proviso: This will go into effect during the 2017 Fall Election.
  - d) Chapter Delegates annually. Each year the membership shall vote for one-third the number of delegates allotted. Each term shall be for three (3) years. Proviso: This will go into effect at the Fall 2016 election.
  - e) Representative to the Physical Therapist Assistant Caucus to be elected every third year for a term of three (3) years.  
Proviso: This will go into effect at the Fall 2017 meeting.
  - f) Chairman of the Nominating Committee in the even numbered years.
2. Shall prepare ballots for each election.
  3. Those members of the Nominating Committee who are not candidates shall act as the elections committee and assist the President in conducting the elections.
  4. Shall perform additional duties as specified in the Chapter Reference Manual and as may be assigned by the membership, the Board of Directors, or the Executive Committee.

SECTION 5. Other committees, standing or special may be appointed by the President with the approval of the Board of Directors as the Chapter deems necessary to establish, in order to carry on the work of the chapter. Membership, terms, duties and responsibilities of these committees may be identified in the Chapter Reference Manual.

## **ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES**

### SECTION 1. Qualifications

- A. The selection, number, qualifications, voting right, and credentials of Chapter delegates shall be as stated in the Association's bylaws.
- B. A Chapter delegate may not, in the same year, serve as a Section or Assembly Delegate.
- C. The Chapter shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.
- D. The Chapter must be represented in the House of Delegates at least every third year.

### SECTION 2. Election and term-

- A. At the Fall Meeting of the Chapter, the Chapter shall vote for those delegates to which it is entitled. All delegates shall serve a term of three (3) years- If it appears that the number of delegates to which the Chapter is entitled will not attend the annual session, the Chapter shall confer on the delegates attending the right to cast the vote or votes of

delegates not attending the session. The Chapter may also elect alternate delegates.

- B. Delegate vacancies shall be declared by the Chief Delegate on the basis of the following:
  - 1. Death or resignation of the delegate
  - 2. Loss of Chapter membership
  - 3. Failure to attend any sessions or meetings of the House of Delegates
- C. Delegate vacancies shall be filled by appointment by the Chief Delegate. Alternate delegates shall be appointed in the order established at the delegate election. If no alternates are available the Chief Delegate may appoint any qualified Chapter member or may assign the vote or votes within the delegation.

### SECTION 3. Duties of Delegates

- A. All delegates are to attend the annual and special meetings of the House of Delegates of the Association.
- B. They are to represent the Chapter on such matters as are ordered by the voting body.
- C. They are to vote at the meeting of the House of Delegates in accordance with the instructions or policies of the Chapter.

### SECTION 4. Chief Delegate

- A. Qualifications. In addition to qualifications imposed on all delegates to the House of Delegates by the Association, the Chief Delegate must have two (2) year's experience as a delegate prior to election.
- B. Election and Term. The Chief Delegate shall be elected at a Fall Chapter Meeting and will immediately become the Chief Delegate-Elect. The Chief Delegate-Elect will assume the rights and responsibilities as Chief Delegate January 1 of the year following the election and will serve a term of three (3) years.
- C. Rights and Duties. The Chief Delegate shall serve as a member of the Board of Directors of the Chapter and shall have other duties as described in the Chapter Reference Manual. The Chief Delegate will attend all meetings of the Association which are conducted for the Chief Delegates.

### SECTION 5. Alternate Chief Delegate

- A. The Chapter President will serve as the Alternate Chief Delegate.
- B. Rights and Duties. In the event the Chief Delegate is unable to attend any session or part of a session of the House of Delegates, the Alternate Chief Delegate shall assume

the duties of the Chief Delegate in his absence.

## **ARTICLE X. REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)**

### **SECTION 1. Qualifications**

- A. The qualifications of the representative shall be as stated in the APTA Board policies and procedures.
- B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

### **SECTION 2. Election and Term**

- A. At the fall Chapter meeting prior to the annual session of the PTA Caucus, the Physical Therapist Assistant and Life Physical Therapist Assistant members of the Chapter shall elect the Representative to which the Chapter is entitled. An alternative Representative may also be elected.
- B. The term of office for the Physical Therapist Assistant representative shall be three (3) years.

### **SECTION 3. Duties of Representative**

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the Executive Committee (or Board of Directors) and/or voting body.
- C. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.
- D. The Representative shall serve as a member of the Board of Directors of the Chapter and may have other duties as described in the Chapter Reference Manual.

## **ARTICLE XI. ELECTIONS**

### **SECTION 1. Nominations**

- A. Nominations for District Elections shall be from the floor only.
- B. Nominations from the floor shall be requested for all elections.
- C. The Nominations Committee shall present the appropriate slate of one or more names for the officers, delegates and representative to the PTA Caucus to be elected at the Fall Chapter Meeting.

- D. Only those members consenting to serve if elected shall be nominated.

## SECTION 2. Voting

- A. The slate of candidates shall be sent to the voting body with the call for the Fall Chapter Meeting.
- B. Elections shall be by ballot unless there is but one nominee for an office, then a voice vote may be called. Elections for delegates shall always be by ballot.
- C. A majority vote is necessary for election except for Delegates to the House of Delegates.
- D. Election of Delegates to the House of Delegates
  1. The Chapter President and Chief Delegate shall serve as delegates without further election.
  2. Each member of the voting body present may cast the number of votes equal to the number of delegates to which the Chapter was entitled at the last House of Delegates minus two.
  3. Following voting, the nominees shall be listed in rank order with the candidate receiving the most votes ranked number one (1), the candidate receiving the next most votes ranked number two (2), etc.
  4. When notification is received of the number of Delegates to which the Chapter is entitled, the appropriate number of nominees, in rank order, will be notified of their election to serve as delegates. The nominee receiving the next most votes will become the first alternate delegate; the one receiving the next most votes will become the second alternate delegate, etc. until all the remaining nominees are ranked as alternate delegates.

## ARTICLE XII. FINANCE

### SECTION 1. Fiscal Year

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

### SECTION 2. Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Chapter's Board of Directors. The Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

### SECTION 3. Dues

- A. Chapter/Section dues shall be as follows:

Physical Therapist: \$125.00  
Physical Therapist – Post Professional Student: \$25.00  
Physical Therapist Assistant: \$94.00  
Life Physical Therapist: \$25.00  
Life Physical Therapist Assistant: \$25.00  
Student Physical Therapist and Student Physical Therapist Assistant: \$0.00  
Retired Physical Therapist: \$25.00  
Retired Physical Therapist Assistant: \$25.00  
Corresponding: \$50.00  
Corresponding Student: \$0.00

- B. Chapter dues shall be for a twelve (12) month period and shall be payable following the Association's schedule.
- C. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for a Physical Therapist or Physical Therapist Assistant member.
- D. All dues changes approved by the Chapter membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.
- E. The Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

SECTION 4. The Component shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by the APTA Headquarters.

### **ARTICLE XIII. DISSOLUTION OF THE CHAPTER**

SECTION 1. The Board of Directors of the Association may recall and annul the charter of the Chapter if the Chapter has failed to satisfy its obligations as set forth in the Association Bylaws or has failed to observe the limitations upon its activities as set forth in the Association's Bylaws.

SECTION 2. The Chapter may voluntarily dissolve itself by conforming to the laws of Louisiana governing the dissolution of non-profit corporations. The Chapter may dissolve subject to a recommendation to dissolve supported by no less than two-thirds of the membership of the Chapter's governing body and adopted by three-quarters of the Chapter's members. The Executive Committee will present the dissolution papers to the Board of Directors of the Association for approval and final decision.

SECTION 3. Property and Records. In the event that the charter of the Chapter is revoked or in

the event that the Chapter is dissolved or its existence otherwise terminated, all property and records of whatsoever nature in the possession of the Chapter shall, after payment of its bona fide debts, be conveyed to the Association. If this Chapter would merge with another Chapter, all property and records will be turned over to the continuing Chapter without being returned to the Association.

#### **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter 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 Chapter.

#### **ARTICLE XV. AMENDMENTS**

SECTION 1. These Bylaws may be amended in whole or part at any meeting of the Chapter by a two-thirds (2/3) vote of those present and voting, a quorum being present, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments has been sent to members of the Chapter. The amended Bylaws must be submitted to the Board of Directors of the Association for approval.

SECTION 2. If the intent of an amendment is editorial or to bring the Chapter's bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaw Committee Chairperson and shared with the Board of Directors. The Secretary shall notify the Chapter's membership that such amendments have been made.

SECTION 3. Amendments to the Chapter's bylaws become effective upon approval in writing by the Association's Board of Directors.  
Exception: changes in chapter dues become effective on the first day of the fiscal year following approval.

#### **ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY**

SECTION 1. In addition to these Bylaws, the Chapter is governed by the Associations Bylaws and Standing Rules and by the Association's House of Delegates and Board of Directors policies.

SECTION 2. The ethical principles and standards of the American Physical Therapy Association, as they now exist and as they may hereafter be amended or supplemented shall be the ethical principles and standards of this Chapter, and shall be binding on the members of the Chapter as though incorporated in these Bylaws.

Second revision proposal submitted to APTA June 26, 2014

Amendments submitted to APTA for approval on March 24, 2016