

PHYSICAL THERAPY ASSOCIATION OF GEORGIA, INC BYLAWS

ARTICLE I. NAME

Section 1: The name of the organization is the Physical Therapy Association of Georgia, Inc. a chapter of the American Physical Therapy Association, hereinafter referred to as the Chapter of the Association.

Section 2: The territorial jurisdiction of the Chapter is the entire state of Georgia.

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 established in its Bylaws and -

- A. Serve as a communication liaison between the Association and the members of the Chapter;
- B. Represent the profession of physical therapy in Georgia;
- C. Promote an understanding of the profession of physical therapy for the profession and society;
- D. Serve as the major local source of information on physical therapy for the profession and society;
- E. Work with duly appointed and/or elected officials of the State of Georgia to promote the enforcement of the Physical Therapy Practice Act;
- F. Promote legislation and speak for the membership regarding legislative action concerning health care issues in Georgia;
- G. Promote cultural diversity in the profession.

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 Member category with rights and privileges as stated in the Association bylaws.

Section 2: Rights and Privileges of Members

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

Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have one 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. Any member of the Chapter who is suspended by the Association shall have their membership privileges revoked from the Association and from the Chapter. Any member who is expelled from membership in the Association shall be expelled from Chapter membership.
- B. 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. The Chapter may not charge a reinstatement fee.

ARTICLE V. LOCAL AREA NETWORKS AND FOCUSED INTEREST NETWORKS

The Chapter may create LOCAL AREA NETWORKS (LAN) AND FOCUSED INTEREST NETWORKS (FIN) within the State of Georgia.

Section 1: LOCAL AREA NETWORK

- A. LAN 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.

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- B. A LAN of the Chapter may be established, dissolved and/or restructured in accordance with the rules and conditions specified in the procedure manual approved by the Chapter Board of Directors.
- C. A LAN is governed by the Chapter's bylaws and procedure manual approved by the Chapter Board of Directors.
- D. LAN assignment is based on the member's residence and/or practice address on file with the Association. A member who wishes to be assigned to a LAN other than the one in which the member resides or practices may petition the Chapter Board of Directors for reassignment.
- E. The territorial jurisdiction of each LAN is defined in the procedure manual approved by the Chapter Board of Directors.
- F. LAN Directors serve on the Chapter Board of Directors as provided under these bylaws.

Section 2: LAN Directors

- A. LAN Directors shall be elected for each LAN of the chapter.
- B. To be eligible to serve as a, LAN Director, nominees must be Physical Therapist, Life Physical Therapist or Retired Physical Therapist members.
- C. LAN Directors shall serve for two years or until their successors are elected and take office.
- D. If an elected LAN Director is unable to serve, the vacancy will be filled by Board appointment

Section 3: Focused Interest Network (FIN)

- A. The Chapter hereby establishes the Student Focused Interest Network (SFIN) of the Physical Therapy Association of Georgia.
- B. The purpose of the SFIN shall be to provide a means by which Student Physical Therapist and Student Physical Therapist Assistant members, having a common interest because of their category of membership, may meet, confer, and promote the interests of their membership categories and the Chapter.
- C. Focus Interest Networks may be established and dissolved in accordance with the guidelines set down in the Chapter's Policies and Procedures Manual.

Section 4: Limitations

Local Area Networks and Focused Interest Networks are subject to the following limitations:

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

ARTICLE VI. MEETINGS

Section 1:

A minimum of one regularly scheduled business meeting shall be held during the spring of each calendar year prior to the APTA House of Delegates. Written notice of this meeting will be given to the membership at least 30 days prior to the meeting. No Chapter meetings shall be scheduled so as to conflict with APTA Combined Sections Meeting or Annual Conference.

Section 2: Special Meetings

Special meetings may be called by a two-thirds vote of the Board with 30 days written notice to the membership which includes the purpose of the special meeting. A Special Meeting can also be called upon written petition of 50% of the membership.

Section 3:

Except as otherwise stated in these bylaws, a quorum shall consist of 45 members eligible to vote0

ARTICLE VII. BOARD OF DIRECTORS/EXECUTIVE COMMITTEE/OFFICERS

Section 1: Composition

- A. The Board of Directors shall consist of all Officers of the Chapter, all LAN directors, and the immediate past president for one year.
- B. The Executive Committee shall consist of all of the officers of the Chapter.

Section 2: Qualifications

- A. Only such members of the chapter as are provided for in the Association bylaws, Article IV, Section 3, Sub-paragraph B. (3).b and who have consented to serve, shall be eligible for election to office.
- B. Nominees for President-Elect and Vice-President must have been members of the Chapter for at least two years prior to election.
- C. The Chief Delegate shall meet Association qualifications to be seated as a delegate.
- D. No individual may hold more than one position on the Board.
- E. Georgia State Board of Physical Therapy members cannot hold an elected position of the PTAG Board of Directors.

Section 3: Terms and Vacancies

- A. The term of office of the President shall be for two years and may not be re-elected for a successive term to the same office. The term of office for the President-Elect shall be one year coinciding with the last year of the term of President. The term of office for all other officers shall be two years or until their successors are elected and assume office. An officer may be re-elected for one successive term to the same office.

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- B. Officers shall assume office at the close of the membership meeting at which they were elected except the Treasurer whose term shall coincide with the fiscal year.
- C. Vacancies:
 - 1. The Vice-President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired portion of the term and the office of Vice-President shall be declared vacant.
 - 2. Vacancies created by the death, resignation, removal, disqualification or disability of any other officer, except President-Elect, shall be filled by Board appointment for the unexpired portion of the term. A vacancy in the office of President-Elect shall be filled by special election.

Section 4: Officers

The officers of the Chapter shall be the President, Vice-President, President-Elect, Recording Secretary, Chief Delegate, and Treasurer.

- A. President
The President shall preside at all meetings of the Board, the Executive Committee and the membership; shall be an ex officio member of all committees with the exception of the Nominating Committee and Ethics Committee; and, with the Treasurer, be responsible for the disbursement of funds. Only the President or his designee shall serve as the official spokesperson for the Chapter.
- B. Vice-President
The Vice-President shall be responsible for the organization and implementation of Chapter programs and membership meetings and shall appoint a program chair to coordinate the educational activities of the Chapter and its members.
- C. Recording Secretary
The Recording Secretary shall keep and distribute all minutes of Board and Executive Committee meetings; keep all minutes of membership meetings and submit an accurate summary of the minutes including any election results to the Executive Office within 30 days and the Association within 45 days following such meetings and be responsible for all official Chapter correspondence including required reports to the Association. Minutes of Board, Executive Committee and Membership meetings will be maintained forever with minutes from the previous year being stored in the Executive Office.
- D. Chief Delegate
The Chief Delegate shall serve as the liaison between the Chapter and the Association on matters pertaining to the Association House of Delegates (HoD); present material from the HoD to the Board and the membership for discussion or action; organize and guide the delegation in activities pertaining to the HoD; and report to the membership at the first regularly scheduled Chapter meeting following the meeting of the HoD.
- E. Treasurer
The Treasurer, on at least a quarterly basis, shall review the disbursement of all Chapter monies with the Chapter Executive Director; assure the accuracy of all income and expense accounts; make financial reports to the Board and the membership which coincide with Chapter business meetings; provide financial reports to the Board or membership upon request; serve as Chair of the Financial Committee; develop an annual budget for Board approval; regularly analyze budgeted income and expenses with the Board; assure that the books are audited by a person(s) designated by the Board at the end of his/her term of office and in between at the request of the Board or membership.
- F. LAN Directors
LAN Directors shall serve as representatives of their constituents to the Board of Directors and as liaison from the Board to their constituency.
- G. Immediate Past President
The Immediate Past President shall provide counseling and advice to the Board and the Executive Committee in regard to past and ongoing activities and action of the Chapter and the Association. The immediate past president serves as a non-voting member of the BOD and retains all other rights and privileges of membership.
- H. President-Elect
The President-Elect shall work closely with the President to become familiar with the responsibilities and workings of the office of President and shall assume any duties as the President shall assign. The President-Elect shall succeed automatically to the office of President at the end of his term as President-Elect.

Section 5: Duties and Responsibilities

- A. Board of Directors
The management of the Chapter shall be vested in the Board of Directors (Board) which shall have and may exercise all of the powers pertaining to the Chapter except as otherwise provided in these bylaws.
 - 1. Responsibilities of the Board
 - a. Carry out the mandates and polices of the Chapter as determined by the resolutions adopted by the membership.
 - b. Propose plans for the Chapter's growth and development.
 - c. Direct activities of all committees and task forces with the exception of Nominating Committee and Ethics Committee.
 - d. Appoint and approve all chairs and members of workgroups and fill all vacancies on the Board with the exception of the offices of President and President-Elect.
 - e. Appoint work groups or task forces to meet specific objectives. These groups are automatically dismissed when the final report is given.
 - f. Bring communications from the Association to the membership for information, opinion or action.
 - g. Submit an activity report to the Association by February 15th of each year.
 - h. Expend Chapter funds in compliance with the approved budget, or as otherwise directed by the membership.

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- i. Act on all recommendations and petitions made to the Board.
 - j. Fill any vacancies created by death, resignation, removal, disqualification or disability of any Board members with the exception of the President and President-Elect.
 - k. The Executive Committee may act on behalf of the Board between Board meetings.
- B. Executive Committee
1. The responsibilities of this committee shall be to:
 - a. Facilitate the administrative authority of the Board of Directors between meetings of the Board;
 - b. Select and employ executive personnel who shall be responsible for the administration of the Chapter office and accountable to the Board of Directors.

Section 6: Conduct of Business

- A. Board of Directors
1. The Board shall hold at least six regularly scheduled meetings during each calendar year. A minimum of 10 days' notice shall be given prior to each meeting.
 2. Special meetings may be called by the President or by five members of the BOD.
 3. A quorum shall consist of a majority of the BOD.
 4. Members may be invited to attend BOD or executive committee meetings
 5. When a decision is needed between meetings of the BOD, voting may be conducted by paper ballot, electronically or telephone.
- B. Executive Committee
1. The Executive Committee shall hold at least two regularly scheduled meetings during each calendar year. A minimum of 14 days' notice shall be given prior to each meeting.
 2. Special meetings may be called by the President or by three members of the executive committee.
 3. A quorum shall consist of a majority of the Committee.
 4. Members may be invited to attend meetings of the Executive Committee.
 5. When a decision is needed between meetings of the Committee, voting may be conducted by paper ballot, electronically or telephone.

ARTICLE VIII. COMMITTEES

Section 1: Nominating Committee

- A. The Nominating Committee shall consist of three physical therapist, life physical therapist or retired physical therapist members of the Chapter.
- B. In president-elect years one member will be elected. In non-president elect years two members will be elected.
- C. Election shall be by plurality vote. The committee shall elect a chair.
- D. If an elected member of the Committee cannot serve, the vacancy will be filled by Board appointment.
- E. Responsibilities
1. Prior to each election, the Committee shall prepare a slate of nominees for each office and position to be filled. Only those members of the Chapter meeting the qualifications for election shall be slated.
 - a. In president-elect years, slates shall be prepared for the offices of Vice-President, LAN Director(s), one member of the Nominating Committee, half of the delegates or the required number to fill the delegate positions allocated to Georgia in the Association House of Delegates, and the representative to the Physical Therapist Assistant Caucus.
 - b. In non-president-elect years slates shall be prepared for the offices of Secretary, Treasurer, Chief Delegate, LAN Director(s), two members of the Nominating Committee, and half of the delegates or the required number to fill the delegate positions allocated to Georgia in the Association House of Delegates.
 - c. Every second year a slate shall be prepared for the office of President-Elect so that the term of President-Elect shall coincide with the second year of office of President.
 - d. The slate shall be distributed to the membership at least 60 days prior to the election.
 2. Prior to the expiration of the term of any member of the Georgia Board of Physical Therapy, the Committee shall select not less than three or more than seven individuals who are eligible and qualified to serve on that board and submit those names to the membership for approval. Upon approval of the membership, the names shall be submitted to the Governor of the State of Georgia for his consideration.

Section 2: Standing Committees

- A. Ethics Committee
- The Ethics Committee shall consist of at least three members who shall serve for three years with one member being appointed annually as needed. The senior member shall be the Chair for at least two years. The ethical standards of the Association, as defined in the Code of Ethics and Guide for Professional Conduct and the Guide for Conduct of the Physical Therapist Assistant, as they now exist and as they may be hereafter amended or supplemented shall be the ethical standards of the Chapter and shall be binding on the membership as though incorporated in these bylaws. The Committee shall investigate all complaints of violations of these documents.

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B. Finance Committee

The Finance Committee shall consist of at least three members plus the Treasurer. The Committee shall advise the Board on matters pertaining to the Chapter's needs, growth and stability based on periodic review of income, expenditure and investments. The Committee shall be responsible for investment decisions of the Chapter and student loan funds. All members shall serve for two years.

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

Section 1: Association's House of Delegates

The Chapter shall be represented in the APTA House of Delegates (HoD) at least every third year.

- A. The Chapter delegation to the HoD consists of a Chief Delegate, the Chapter President and a specified number of delegates as determined by the Association according to the formula contained in the Standing Rules of the Association.
- B. To be eligible to serve as Chief Delegate or a delegate, the nominees must meet the qualifications of delegates as stated in the Association's Bylaws.
- C. The Chief Delegate shall serve a two-year term of office and may be reelected to a second term but not serve a third consecutive term and must wait at least one year before running for another term as delegate or chief delegate.
- D. Delegates shall serve a two-year term of office, may be reelected to a second term but not serve a third consecutive term and must wait at least one year before running for another term as delegate.
- E. If an elected delegate and all alternate delegates are unable to serve, the vacancy will be filled by Board appointment.
- F. A delegate of the Chapter may not serve as a delegate of another component.
- G. The Chapter shall notify the Association of the name of the Chapter delegate(s), as required by the Association and the Standing Rules of the House of Delegates.

Section 2: Representative to the Physical Therapist Assistant Caucus (PTA Caucus).

A representative of the Physical Therapist Assistant members of the Chapter shall attend the APTA Physical Therapist Assistant Caucus (PTA Caucus) at least every third year.

- A. The Chapter representative to the PTA Caucus will be elected by the Physical Therapist Assistant, Life Physical Therapist Assistant and Retired Physical Therapist Assistant members.
- B. To be eligible to serve as the representative, nominees must be Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing.
- C. The representative shall serve a two-year term of office. A representative may be reelected for one successive term.
- D. If the elected representative is unable to serve, the vacancy will be filled by Board appointment.
- E. The Association shall be notified of the name of the duly elected representative.
- F. A representative of the Chapter may not serve as a representative of another component.

ARTICLE X. ELECTIONS

- A. Elections shall be concluded prior to the annual business meeting held in the Spring prior to the APTA HoD meeting, and the election results will be announced at the business meeting. The members may also write in a name of someone who has not been nominated. Write-in candidates, who have consented to serve, must be received at the chapter office at least 45 days in advance of the business meeting and will be added to the previously prepared slate of nominees. The revised slate shall be distributed to the membership at least 30 days prior to the election.
- B. Voting will be by electronic ballot, except when there is only one person running, the election will be by acclamation.
- C. A Chief Teller will be appointed by the presiding officer to report the results of the elections to the membership.
- D. A minimum of 45 electronic ballots is required for a valid election. If no nominee receives a majority, a runoff election will be held between the two candidates receiving the highest number of votes.
- E. A plurality is required to elect delegates and members of the Nominating Committee and the representative to the PTA Caucus.
- F. Alternate delegates will consist of those candidates for delegates receiving the greatest number of votes without gaining election in the descending order of number of votes received. There shall be one alternate delegate for every three delegates. The alternate delegate shall be elected each year for a one year term.
- G. For the election of LAN Directors, only eligible members may serve in this capacity.
- H. For the election of Chapter officers, delegates to the HoD, and members of the Nominating Committee, Physical Therapist, Life Physical Therapist and Retired Physical Therapist members will have one vote and Physical Therapist Assistant, Life Physical Therapist Assistant and Retired Physical Therapist Assistant members will have one vote. For the representative to the PTA Caucus, the Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members will have one vote. Any other membership categories will have no vote.
- I. Voting will be open 14 days prior to the elections and voting will be closed before the start of the annual meeting.
 1. Members eligible to vote must use an official electronic ballot provided by the Recording Secretary.
 2. The electronic ballot must be submitted electronically prior to the annual meeting and certified by the Chief Teller prior to reporting election results to the membership.
 3. All electronic votes will be reported to the chief teller and given to the President for announcement at the annual business meeting.
 4. In the event of a tie, a re-balloting and electronic vote will take place prior to the annual business meeting and will be certified by the Chief Teller prior to reporting election results to the membership.

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ARTICLE XI. 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 Executive Committee. The Executive Committee shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. Annual dues shall be as follows:
 1. Physical Therapist: \$170
 2. Physical Therapist – Post-Professional Student: \$170
 3. Physical Therapist Assistant: \$85
 4. Life Physical Therapist: \$47
 5. Life Physical Therapist Assistant: \$21
 6. Student Physical Therapist and Student Physical Therapist Assistant: \$20
 7. Retired Physical Therapist: \$94
 8. Retired Physical Therapist Assistant: \$42
 9. Corresponding: \$112
 10. Corresponding Student: \$20
- B. 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 and 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 Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and Chapter dues rate of Physical Therapist or Physical Therapist Assistant.
- C. All dues shall be for the period specified by the Association Bylaws.
- 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.

Section 4: Reporting

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

ARTICLE XII. DISSOLUTION

Section 1: Method

- A. The Chapter may be dissolved upon written petition of one-third of the voting members of the Chapter to the Association Board of Directors requesting dissolution. The Association Board of Directors shall then conduct a paper or electronic ballot of all voting members with a three-fourths vote being necessary for dissolving.
- B. Dissolution of the Chapter as a corporate entity is pursuant to the Chapter Article of Incorporation.
- C. The Association Board of Directors may revoke the charter of the Chapter as a Chapter of the Association under conditions stated in the Association Bylaws.

Section 2: Property and Records

In the event that the Chapter is dissolved all property and records of whatever nature in its possession, after payments of its bona fide debts, shall be conveyed to the Association.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

- A. A parliamentarian shall be appointed by the Board who will be responsible for maintaining correct parliamentary procedures at meetings of the Board and the Membership and for advising the Bylaws Committee regarding proposed amendments.
- B. The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases in which they are applicable and in which they are not inconsistent with these bylaws and with any standing rules that may be adopted by the Chapter.

ARTICLE XIV. AMENDMENTS

- A. These bylaws may be amended by an affirmative vote of two-thirds of the members present and voting at any regular or special meeting of the Chapter, provided that at least thirty days prior to that meeting, a copy of the proposed amendment(s) has been provided to all voting members of the Chapter. Amended chapter bylaws must be submitted to the Association Board of Directors and become effective upon approval by that body.
- B. 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 Chapter officer and shared with the approving body, for example, Board of Directors. The Chapter officer shall notify the Chapter membership that such amendments have been made.

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ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by Association policies.

BYLAWS REVISIONS:

Adopted:	January 1980
Revised:	May 1990
Amended:	January 1994
Amended:	June 1996
Amended:	March 1998
Amended:	January 1999
Amended:	April 1999
Amended:	March 2000
Amended:	April 2003
Amended:	April 2004
Amended:	November 2005
APTA Approved:	July 2006
Proposed:	October 7, 2007
APTA Amended:	January 2008
Amended:	October 11, 2008
Submitted to APTA:	November 13, 2008
Reworked:	January 29, 2009
APTA Approved:	July 30, 2009
Amended:	April 6, 2013, Spring Mtg
APTA Approved:	August 14, 2013
Amended:	March 29, 2014, Spring Mtg
APTA Approved:	June 13, 2014
Amended:	October 10, 2015
APTA Approved:	April 26, 2016
Amended:	April 16, 2016
APTA Approved:	June 17, 2016
Amended:	July 27, 2016
APTA Approved:	December 7, 2016
Amended	April 7, 2018, Annual Meeting