

BYLAWS

IOWA PHYSICAL THERAPY ASSOCIATION, Inc.

(Iowa Chapter, American Physical Therapy Association)

Last amended April 16, 2021

ARTICLE I: NAME AND TERRITORIAL JURISDICTION - The name of this organization is the Iowa Physical Therapy Association, Inc. (hereinafter called IPTA or Chapter). It is a component of the American Physical Therapy Association (hereinafter called the Association). It is a nonprofit corporation formed under the laws of the State of Iowa. The territorial jurisdiction of IPTA is within the boundaries of the State of Iowa.

ARTICLE II: OBJECTS - The objects of IPTA shall be the objects of the Association as expressed in the Association Bylaws.

ARTICLE III: FUNCTIONS - The functions of IPTA shall be the same as the functions of the Association as established in its 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, Student Physical Therapist Assistant, Corresponding Member, and Corresponding Student Member shall be the same as those of the Association.

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's bylaws.

Section 3: Admission to Membership - Admission to IPTA 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 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.

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 IPTA membership in accordance with the Association's Standing Rules. IPTA may not charge a reinstatement fee.

ARTICLE V: DISTRICTS AND SPECIAL INTEREST GROUPS

Section 1: Formation – Districts and special interest groups may be formed within the territorial jurisdiction of IPTA subject to recommendation of the Board of Directors and approval of the IPTA Membership.

Section 2: Application to Form a District - To form a new District, a written application signed by two-thirds or more of the voting members of the area under consideration shall be sent to the Board of Directors of IPTA. The Board shall recommend approval/disapproval to the IPTA Membership at the next business meeting. Decision of the Membership shall be final.

Section 3: District Boundaries and Membership

A. The District boundaries shall be recommended by the Board of Directors, but their final form must be approved by the Membership.

B. The District Membership shall consist of IPTA members who practice within the District boundaries. If practicing in more than one District, the members may be assigned to the District of their choice. If members are not practicing, they shall be a member of the District where they reside.

Section 4: District Officers

A. Officers of the District shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.

B. The Chairperson and Vice Chairperson shall have been a Physical Therapist, Retired Physical Therapist or Life Physical Therapist in good standing of IPTA for at least two years immediately preceding their election. The Secretary and Treasurer need only be members in good standing.

C. The Chairperson, in addition to District responsibilities, shall serve on the IPTA Board of Directors. The Vice Chairperson shall assume the responsibilities of the Chairperson whenever the Chairperson is not available, including serving on the IPTA Board of Directors. Responsibilities of the Secretary and Treasurer shall be those usually associated with those offices.

D. The term of office for the Vice Chairperson, Secretary and Treasurer shall be as specified in the District Bylaws, but not more than two years in duration.

Section 5: District Bylaws - Bylaws will be adopted by each District and comply with IPTA Bylaws. Bylaws must be approved by the IPTA Board of Directors.

Section 6: District Meetings

A. Districts shall hold at least two meetings as specified in the District Bylaws.

B. A District Report must be presented at the business meetings of the IPTA Membership and at other times upon request of the Board of Directors. A written copy of the District Report must be submitted to IPTA at least 15 days prior to the business meetings of IPTA.

C. A quorum for action at District meetings shall be specified in the District Bylaws.

Section 7: District Dues and Assessments - Districts may not levy dues or special assessments on their Membership.

Section 8: District Dissolution

A. Districts that fail to comply with IPTA policy or these Bylaws may be placed on probation by two-thirds vote of the Board of Directors. The Board shall review the status of the District prior to the next business meeting of the Membership. If the District is still in non-compliance, the Board shall recommend dissolution of the District to the IPTA Membership. Dissolution shall require a two-thirds affirmative vote of the members present and voting, a quorum being present.

B. Should a District desire to dissolve, a petition bearing the signatures of two-thirds of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant members of the District shall be presented to the IPTA Membership at the next business meeting. Dissolution shall require majority vote of those present and voting, a quorum being present.

C. In the event of dissolution, the Board of Directors shall recommend to the IPTA Membership a plan for reorganization of the remaining Districts and assignment of members.

D. In the event of a District dissolution, all monies, property and records shall revert to the custody of IPTA.

Section 9: Special Interest Groups

A. Members of IPTA having a common interest may meet, confer, and promote their interests and the interests of their respective special interest group.

B. Special interest groups of IPTA may be established and dissolved in accordance with the rules and conditions set down by the Association and the IPTA Board of Directors.

Section 10: Limitations – Districts and Special Interest Groups are subject to the following limitations:

A. Bylaws and policies of the Association and IPTA.

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

ARTICLE VI: MEETINGS

Section 1: Annual Meetings - Business meetings of the IPTA Membership shall be held each year in the spring and fall at a time and place specified six (6) months in advance by the Board of Directors.

Section 2: Special Meetings - Special meetings of the Membership may be called by the President as necessary, or shall be called upon the written petition of the majority of the Board of Directors, or upon the written petition of at least 75 members.

Section 3: Notice of Meetings - Notices, specifying time, place and agenda shall be given to the Membership at least 20 days prior to the date of each meeting. The President shall provide evidence to the Membership that this notice was given.

Section 4: Quorum — A quorum for the transaction of business at any Annual or Special meeting shall be 50 eligible voters and two officers.

Section 5: Minutes — All meeting minutes shall be submitted to the Association within 45 days after the date of the meeting.

Section 6: Voting — Voting on motions and resolutions may be by voice, by show of hands, by standing, or by written ballot if conducted at a regular meeting or by facsimile, telecommunications, electronic methods, or by mail if necessary between regular meetings of the Chapter, at the discretion of the Board of Directors.

ARTICLE VII: OFFICERS

Section 1: Officers: Rights, Duties and Responsibilities

A. The officers of IPTA shall consist of a President, Vice President (President-Elect), Secretary, Treasurer and Chief Delegate. In the spring of every odd-numbered year, the Vice President shall be elected to a single two-year term until he/she succeeds to the office of President or until a successor is elected. The Secretary and Treasurer shall be elected to a two-year term in the spring of every even-numbered year or until a successor is elected. The Chief Delegate shall be elected to a two-year term in the fall of every odd-numbered year or until a successor is elected. The Immediate Past President shall serve for one year upon the completion of a term as President as an advisor to the President, the Executive Committee, and the Board of Directors but shall not have voting privileges on the Executive Committee or Board of Directors.

B. The Term of Office for the Officers of IPTA shall be as follows: The President and Vice President shall assume office July 1 in the year of election and continue for two years or until a successor is elected. The President and Vice President shall be eligible to serve no more than one consecutive term in each office. The combined service of Vice President (President-Elect) and President shall be considered as serving one term in office. The Secretary and Treasurer shall assume office July 1 in the year of election and continue for two years or until a successor is elected. The Secretary and Treasurer shall serve no more than two consecutive terms. The Chief Delegate shall assume office on the first month immediately following election and continue for two years or until a successor is elected.

Section 2: Vacancies — How Filled - If the President becomes unable to serve the remainder of the term, the Vice President shall succeed to the office vacated for the unexpired portion of the term. If such unexpired portion is less than one year, the Vice President shall continue as President into the subsequent term. If such unexpired portion is more than one year, the Membership shall elect a Vice President at the next regular meeting who shall become President at the conclusion of the unexpired term. All other vacancies created by death, resignation, removal or disqualification of officers, directors, other elected officials and vacancies or contingencies not herein provided for shall be filled by appointment by the Board of Directors until the next regular election for the vacated position.

Section 3: Qualifications - To be eligible for election for election as the President or Vice President, a candidate must have been a Physical Therapist, Retired Physical Therapist or Life Physical Therapist member of IPTA in good standing for at least two years immediately preceding election or appointment. To be eligible for election as the Secretary or Treasurer, a candidate must have been a Physical Therapist, Retired Physical Therapist or Life Physical Therapist member of IPTA in good standing for at least two years immediately preceding election or appointment. To be eligible for election as the Chief Delegate, a candidate must have been a Physical Therapist member of IPTA in good standing for at least two years immediately preceding election or appointment. All candidates must have consented to serve.

Section 4: Responsibilities of Officers

A. Responsibilities of the President

1. To serve as representative of and public spokesperson for IPTA.
2. To preside at all meetings of the IPTA Membership, Board of Directors and the Executive Committee.
3. To be an ex-officio member of all committees of IPTA except for the Ethics and Nominating and Honors Committees.
4. May appoint a parliamentarian to be in attendance at the business meetings of the Membership and such other meetings as deemed necessary.
5. Shall serve as a delegate to the House of Delegates.

B: Responsibilities of the Vice President

1. To work closely with the President as special assistant on state and national affairs.
2. To become familiar with the roles and responsibilities of President.
3. To officiate for the President when requested to do so or as provided for in these Bylaws.
4. If the President becomes unable to serve, to succeed to the Presidency for the unexpired portion of the term.
5. To serve as a member of the Board of Directors, the Executive Committee and as an ex-officio member of all committees of IPTA except for the Ethics Committee.

6. To serve as the chair of the Education Committee.

C: Responsibilities of the Secretary

1. To keep the minutes of the meeting of the IPTA Membership, the Board of Directors and of the Executive Committee.
2. To serve as a member of the IPTA Board of Directors and the Executive Committee.
3. To be the custodian of all records, books and papers belonging to IPTA, except those specifically assigned to the custody of others by action of the Membership or Board of Directors.
4. To submit IPTA business meeting minutes and election results to the Association headquarters within 45 days following a meeting or election.
5. To retain election tallies for six months following an election before disposal.

D: Responsibilities of the Treasurer

1. To oversee the execution of IPTA fiscal management policies established by the Association and IPTA.
2. To report in writing to the Membership at the business meetings and to the Board of Directors upon request.
3. To serve as a member of the IPTA Board of Directors, the Executive Committee and the Fiscal Management Committee. The Treasurer shall serve as Chairperson of the Fiscal Management Committee.
4. To ensure that reports are rendered as may be required by the Association, IPTA and by law.

E: Responsibilities of the Chief Delegate

1. To serve as a member of the IPTA Board of Directors and Executive Committee.
2. To attend all meetings of the IPTA Membership, Board of Directors and Executive Committee, and present material from the Association House of Delegates for their information, discussion and/or vote.
3. To attend Chief Delegate meetings at CSM, the annual meeting and special meetings of the Association House of Delegates, and serve as Chairperson of the IPTA delegation.
4. To present to the House of Delegates of the Association such matters as directed by the IPTA Membership or Board of Directors.
5. To vote at meetings of the House of Delegates according to instruction by and/or policies of the IPTA Membership.
6. To compile and maintain documents from the Association House of Delegates.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1: Composition, Terms of Office, and Elections

A. Composition - The Board of Directors of IPTA shall consist of the five elected officers, the Chairperson of each District and two elected Directors from each District. The Immediate Past-President shall also serve as advisor to the Board of Directors but shall not have voting privileges.

B. Terms of Office - Terms shall begin July 1 in the year of election and continue until their successor is duly qualified. Members of the IPTA Board of Directors shall serve no more than two consecutive terms in the same office except the President and Vice President who shall serve only one two-year term. Members of the Board of Directors may hold only one elective office at a time and are entitled to only one vote in meetings of the Directors.

C. District Elections - In each even-numbered year, each District shall elect its Chairperson to a two-year term or until a successor is elected. In each odd-numbered year, each District shall elect its Directors to a two-year term or until a successor is elected.

Section 2: Rights and Responsibilities

A. The Board of Directors shall carry out mandates and policies as determined by the IPTA Membership.

B. Subject to the provisions of these Bylaws, Association Bylaws and all resolutions and enactments of the IPTA Membership, the Board of Directors has full power and complete authority to perform acts and transact all business for and on behalf of the Membership.

C. To create, appoint and direct the activities of such committees and task forces as are necessary to carry out the work of IPTA. One member of the Board shall be assigned as a liaison to each committee or task force.

D. The Board of Directors shall meet upon call of the President at regular intervals at least four times each calendar year and at such times as necessary to conduct the affairs of IPTA. A majority of the Directors present shall constitute a quorum.

E. To bring before the IPTA Membership at any regular or special meeting, or by correspondence, communications from the Board of Directors of the Association, the Association office staff, the House of Delegates and other matters pertaining to policy for their information, opinion, discussion and action.

F. To serve as a management committee for the selection of the IPTA Executive Director and assume responsibility for personnel policies. Such function may be delegated to the Executive Committee or other functional element of IPTA at the discretion of the Board.

G. To make such reports to the Association as may be required.

Section 3: Executive Committee — The five officers, plus two Directors elected annually by the IPTA Board of Directors from among its membership, shall comprise the IPTA Executive Committee. The presence of four members shall comprise a quorum for the transaction of business. The Executive Committee shall exercise the powers of the Board of Directors between meetings of the Board. Action taken at such meetings must be reviewed at the next meeting of the Board. Action of the Executive Committee may be overruled by a majority vote of the Board.

ARTICLE IX: STANDING COMMITTEES OF THE IPTA MEMBERSHIP

Section 1: Composition and Terms of Office - The Standing Committees of the IPTA Membership shall consist of the Nominating and Honors Committee, Ethics Committee, Education Committee and Fiscal Management Committee. Each of these Committees shall consist of one member from each District. District Chairs shall serve on the Nominating and Honors Committee. District Vice Chairs shall serve on the Education Committee. District Treasurers shall serve on the Fiscal Management Committee. Members of the Ethics Committee shall be elected through their respective districts, members from the Southwest and Northeast Districts to a two-year term in every even-numbered year and from the Southeast and Northwest Districts to a two-year term in every odd-numbered year. Each shall serve until a successor is elected or appointed. A Chairperson for the Ethics Committee will be elected by the respective Committee members and shall serve a two-year term or until a successor is elected. The IPTA Treasurer will serve as the Chairperson of the Fiscal Management Committee. The IPTA Vice President will serve as the Chairperson of the Education Committee and the Nominating and Honors Committee. In the event of a vacancy in the vice-presidency, these committees shall elect a chair from among their own members.

Section 2: Committee Responsibilities

A. Nominating and Honors Committee

1. The Committee shall prepare a slate of candidates who have consented to serve for each elective position in IPTA and submit it on a timely basis for mailing to the Membership at least 60 days prior to a scheduled election. The slate of candidates should consist of at least two for each position if possible.

2. At the request of the Board of Directors, the Committee may prepare slates of candidates for appointive positions in IPTA.

3. The Committee will submit nominees for IPTA honors to the IPTA Executive Committee for its approval at least 30 days prior to business meetings.

4. The Committee will actively cultivate nominees for Association honors, offices and committees and submit their names in the appropriate manner upon approval of the IPTA Executive Committee.

B. Fiscal Management Committee

1. This Committee shall advise the Board of Directors on matters pertaining to IPTA financial needs, growth and stability based on periodic review of income, expenditures and investments.

2. The Committee shall submit an annual budget to the IPTA Board of Directors.

3. The Committee shall be composed of the IPTA Treasurer and all District Treasurers. The past-Treasurer will serve as an ex-officio member of the Committee.

C. Ethics Committee — Under the provisions of these Bylaws and applicable Association policies on ethics and discipline, the Committee will monitor ethical standards within IPTA, adjudicate complaints of ethical violation, and provide consultation and education to the IPTA Membership about ethical conduct and the Association disciplinary process.

D. Education Committee — The Committee will recommend to the Board the continuing education programs presented at IPTA conferences.

E. Additional Standing and Special Committees — Additional Standing and Special Committees may be established and their members appointed by the Chapter or the Board of Directors as may from time to time be deemed necessary to carry on the work of the Chapter.

ARTICLE X: DELEGATES TO THE HOUSE OF DELEGATES

Section 1: Representation to Association House of Delegates - The IPTA shall be represented at each meeting of the Association House of Delegates.

Section 2: Requirements

A. Only Physical Therapist members who have been Association members in any class of membership in good standing for two years immediately preceding election may serve as IPTA delegates.

B. An IPTA delegate may not, in the same year, serve as a Section Delegate.

C. IPTA shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.

Section 3: Election and Term of Office

A. The election and term of office of the Chief Delegate is provided for in these Bylaws, Article VII, Section 1.

B. The President shall automatically serve as a delegate. At the fall IPTA meeting of the odd-numbered calendar year, the Membership will elect the Chief Delegate and one delegate to one two-year term. At the fall meeting of the even-numbered calendar year, the Membership will elect the remaining number of delegates to which IPTA is entitled. In the event there are an insufficient number of delegates available, the voting privileges to which IPTA is entitled in the Association House of Delegates will be apportioned according to provisions of the Association Bylaws.

Section 4: Rights and Responsibilities

A. The responsibilities of the Chief Delegate are described in these Bylaws Article VII, Section 4.

B. All IPTA delegates will:

1. Register and file the Association's credential card, signed by the IPTA President or Chief Delegate, prior to the first meeting of the House of Delegates and at such other times as designated by the House officers.
2. Attend the meetings of the Association House of Delegates and related meetings and caucuses.
3. Present to the House of Delegates such matters as are ordered by the IPTA Membership or Board of Directors.
4. Vote at meetings of the House of Delegates and Association elections according to the instructions of IPTA.
5. In matters where the delegates are not instructed and no known IPTA policy exists, the delegates should vote in accordance with their estimate of IPTA's best interest.

ARTICLE XI: REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)

Section 1: Qualifications

A. The qualification of the representative shall be as stated in the bylaws of the Physical Therapist Assistant Caucus.

B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

Section 2: Election and Term — The Representative to the Physical Therapist Assistant Caucus is the Chair of the Iowa Physical Therapist Assistant Special Interest Group (PTA-SIG) who shall be elected to a two-year term by the PTA-SIG membership.

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 PTA-SIG.

C. To vote at meetings and elections of the PTA Caucus in accordance with instructions and/or policies of the PTA-SIG.

ARTICLE XII: ELECTIONS

Section 1: Voting Body. The voting body of IPTA shall be as denoted in the Association Bylaws. Physical Therapist, Retired Physical Therapist and Life Physical Therapist members have one vote. Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant members have one-half vote.

Section 2: Voting — Chapter officers and delegates shall be elected by secret ballot held in conjunction with a chapter business meeting. A majority vote is required for officer positions and a plurality vote is required for delegate positions. Nominations from the floor and write-in candidates are permitted for all balloting. The slate of candidates for each position open for election shall be published with the election notice to members no later than 30 days prior to **the chapter business meeting**.

ARTICLE XIII: FINANCE

Section 1: Fiscal Year - The fiscal year of IPTA shall be the same as that of the Association, January 1 through December 31.

Section 2: IPTA Dues

A. The dues for the following membership categories shall be

1. Physical Therapist: **\$150 in 2022** and thereafter.
2. Physical Therapist – Post Professional Student: **\$75 in 2022** and thereafter.
3. Physical Therapist Assistant: **\$80 in 2022** and thereafter.
4. Student Physical Therapist and Student Physical Therapist Assistant: **\$15 in 2022** and thereafter.
5. Life Physical Therapist and Life Physical Therapist Assistant: \$30
6. Retired Physical Therapist and Retired Physical Therapist Assistant: \$60
7. Corresponding Member and Corresponding Student Member: \$70 and \$23 respectively

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 new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50 percent of the Association and Chapter dues rate for a Physical Therapist or Physical Therapist Assistant member.

C. All dues shall be for the period specified in the Association Bylaws.

D. All dues changes approved by the IPTA Membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first day of the Association's next fiscal year.

E. IPTA dues in any year may not exceed the current Association dues in any membership category, except by approval of the Association Board of Directors.

Section 3: Limitations on Expenditures - No officer, director, committee or task force member, appointed agent, employee or other member of IPTA shall expend any monies not provided in the budget as adopted, or spend any monies in excess of the budget allotment, except by order of the Board of Directors. The Board of Directors shall not commit IPTA to any financial obligation in excess of its current financial resources.

Section 4: Reports — The Chapter shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by the Association.

ARTICLE XIV: DISSOLUTION OF THE CHAPTER—DISPOSITION OF PROPERTY AND RECORDS

Section 1: Dissolution - IPTA may be dissolved in accordance with IPTA Articles of Incorporation and/or in accordance with the provisions of the Association Bylaws, or both.

Section 2: Disposition of Property and Records - In the event of dissolution, all property and records, after payment of IPTA debts, shall be conveyed to the Association for custody and disposition according to Association policy.

ARTICLE XV: AMENDMENTS

Section 1: Methods of Amending

A. These Bylaws may be amended by the affirmative vote of two-thirds of the voting members present and voting provided that at least 30 days prior to that vote a copy of the present Bylaws with the proposed amendments and rationale for the amendments has been sent electronically or by mail to the membership. The method of distribution of the notice is at the discretion of the Board of Directors.

B. Bylaws pertaining to dues may only be amended at the business meetings of the IPTA Membership. Revised or amended IPTA Bylaws and Articles of Incorporation are subject to approval of the Association Board of Directors. Amendments to the Chapter 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 Chapter's next fiscal year following approval.)

Section 2: Consistency - The IPTA Bylaws shall be consistent with IPTA Articles of Incorporation and with the Association Bylaws. The Board of Directors shall automatically revise these Bylaws to provide such consistency. If the intent of an amendment is editorial or to bring IPTA's bylaws into agreement with those of the Association, the amendment shall be made as

required by the President and approved by the Board of Directors. The President shall notify IPTA's Membership of such amendment.

Section 3: Publication and Distribution

A. The Articles of Incorporation and Bylaws of IPTA shall, in their present and continuing form, be printed and distributed to individual IPTA members upon request.

B. At such time as extensive amendment or total revision of these Articles and Bylaws has been made, they shall be reprinted and distributed upon request.

ARTICLE XVI: PARLIAMENTARY AUTHORITY - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern IPTA in all cases in which they are applicable and in which they are not inconsistent with IPTA Bylaws and any special rules of order adopted by IPTA.

ARTICLE XVII: ASSOCIATION AS HIGHER AUTHORITY - In addition to these Bylaws, IPTA is governed by the Association Bylaws and Standing Rules, and by Association policies.

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