

BYLAWS OF THE NEUROLOGY SECTION OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION

ARTICLE I: NAME

The name of this organization is the Neurology Section, hereinafter referred to as the Section, shall be a Section of the American Physical Therapy Association.

ARTICLE II: PURPOSE

The purpose of the Section shall be to provide a means by which Association members having a common interest in neurologic function and dysfunction may meet, confer, and promote these interests.

ARTICLE III: OBJECTIVES

The objectives of the Section shall be to:

- A. Promote the development and dissemination of new knowledge concerning physical therapy management of persons with neurologic dysfunction.
- B. Promote standards of ethical and moral conduct in the physical therapy management of persons with neurologic dysfunction.
- C. Promote the use of science in neurologic clinical practice and in the academic and clinical training of new therapists.
- D. Promote standards of scientific acceptability in neurologic research.
- E. Serve as a major source of information on neurologic physical therapy for the profession of physical therapy and for the Association.
- F. Represent the interest of the Section members to the official decision-making bodies of the Association.
- G. Provide such services as will further its purpose.

ARTICLE IV: MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Active, Life, Affiliate, Life Affiliate, Student, Student Affiliate, Retired Active and Retired Affiliate shall be the same as those of the association.

Section 2: Rights and Privileges of Members

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

Section 3: Application for and Admission to Membership

The payment of Section dues appropriate to their category of membership by members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

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

Section 6: Reinstatement

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

ARTICLE V: SPECIAL INTEREST GROUPS

Section 1: Special Interest Groups

- A. A Special Interest Group shall:
 - 1. Operate under standing rules that shall be consistent with Section and Association bylaws and that shall be approved by the Section Board of Directors.
 - 2. Not levy special assessments that carry punitive action of loss of good standing.
- B. Special interest groups of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Standing Rules specified by the Section's Board of Directors.

Section 2: Limitations

Special Interest Groups are subject to the following limitations:

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

ARTICLE VI: MEETINGS

Section 1: Annual Meeting

- A. Purpose
The annual meeting of the Section shall be held for the purpose of conducting the Section's business and other activities in accordance with the objectives of the Section. The annual meeting of the Section shall have the power to adopt and amend the bylaws of the Section, to adopt policies of the Section, to insure mandates to the Section's Board of Directors, and to create and appoint special committees, as it deems necessary.
- B. Place and Time
The annual meeting of the Section shall be held at the time and place of the Combined Sections Meeting (CSM) of the Association or in the event that the

Combined Sections Meeting does not take place, at the Annual Conference of the Association. If both the CSM and the AC are not held, the Section's annual meeting shall be held at the time and place of the annual session of the Association's House of Delegates.

Section 2: Additional Regular Meeting

- A. Purpose
An additional regular meeting may be held for the purpose of conducting the Section's business and other activities in accordance with the objectives of the Section. This meeting shall have the power to adopt and amend the bylaws of the Section, to adopt policies of the Section, to insure mandates to the Section's Board of Directors, and to create and appoint special committees, as it deems necessary.
- B. Place and Time
The additional regular meeting of the Section may be held at the time and place of the Association's Annual Conference.

Section 3: Special Meetings

A special meeting may be called by 5 members of the Board of Directors or upon written request of 40% of the membership.

Section 4: Notice of Meeting Requirements

Notice of all meetings must be provided to the membership at least 30 days prior to the date of the respective meeting.

Section 5: Quorum

Only, active, affiliate, life, life-affiliate, retired active and retired affiliate members of the Section shall have the privilege of voting at such meetings of the Section. At least 25 voting members of the Section must be present.

Section 6: Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days of the date of the meeting.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors of the Section shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Director of Communication, Director of Education, and Director of Research.

Section 2: Vacancies

In the event that a position on the Board, other than the President, becomes vacant for any reason, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term. In the event of a vacancy in the office of the President-Elect, the position will remain vacant, and a special election for the President will be held in the next election cycle.

Section 3: Qualifications

- A. Only such members of the Section as are provided for in the Association bylaws, Article IV, Section 3, sub-paragraph B. (3) b, who have been members in good standing for a period of at least two years immediately preceding their election, and who have consented to serve, shall be eligible for election to office.
- B. Affiliates Life Affiliates, and Retired Affiliates may hold office subject to the limitations specified in the Association bylaws, Article V, Section 5, sub-paragraph C.

Section 4: Rights, Duties, and Responsibilities

- A. Members of the Board of Directors shall assume office on the first Monday following the Annual Conference or in the event the AC is not held, at the time of the Association's Annual Meeting of the House of Delegates.
- B. The term of office of each elected member of the Board of Directors, except President-Elect/President, shall be three years or until the election of their successor. The President-Elect shall serve one year as President-Elect, upon the completion of which, the President-Elect shall serve three years as President.

- C. No member shall hold more than one position on the Board of Directors with the exception of the person holding the position of President-Elect. If at the time of the President-Elect's election, that person holds a position on the Board, that person may complete that term so long as that term ends before the President-Elect assumes the position of President. If the President-Elect is completing service in another position (i.e., holding two positions on the Board) that person will have only one vote on the Board of Directors.
- D. No elected member shall serve more than three complete consecutive terms on the Board of Directors or more than two complete consecutive terms in the same office or position. The combined service of President-Elect and President shall be considered as serving one term in office. Appointed members serve three (3) year terms which can be renewed.
- E. Any elected member of the Board of Directors may be removed from such office by a 90% majority vote of the Board at any regular or special meeting of the Board, for violation of these bylaws or engaging in such other conduct prejudicial to the best interests of the Section. Such removal may occur only if the member involved is first provided.
 - 1. With adequate notice of the charges against him or her in the form of a statement of such charges and of the time and place of the meeting of the Board of Directors scheduled for the purpose of the hearing or considering such action, sent by certified or registered mail to the last known address of such member.
 - 2. The opportunity to appear before the Board of Directors or forward a written statement thereto in presentation of any defense of such charges, no later than thirty (30) days after the sending of such notice; and,
 - 3. A written summary within 14 days of the vote summarizing the decision of the Board.

In these regards, the Board of Directors shall act on the basis of reasonable and consistent criteria, always with the objective of advancing the best interests of the Section.

- F. Carry out the mandates and policies of the Section as determined by the annual meeting and any other meetings of the Section. Between annual meetings, the Board of Directors may make and enforce such policy on behalf of the

Section as is consistent with the mandates and policies determined by the annual meeting and any other meetings of the Section.
- G. Direct all business and financial affairs for and on behalf of the Section, prepare the Section's annual budget, be responsible for all of the Section's property and funds, and provide for a bi-annual audit.
- H. Foster the growth and development of the Section and its Special Interest Groups.
- I. Direct and determine the priority of all activities and expenditures in fulfillment of the Section's Purpose and Objectives.

Section 5: Specific Duties

- A. President
The President shall be responsible for preparing the agenda for and shall preside at the annual meeting and any other meetings of the Section and all meetings of the Board of Directors. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall submit to the Association and the membership of the Section an annual report in writing of the activities of the Section. The President shall interact with other Sections of the Association regarding common needs, resources and planning, in unison with the Board of Directors of the Section.
- B. President-Elect

The President-Elect shall assist the President in the conduct of all Section activities in accord with assignments made by the President.
- C. Vice President
The Vice President shall assume the duties of the President if the President is absent or incapacitated. The Vice President shall assist the President in all activities of the Section and the Board of Directors.
- D. Secretary
The Secretary shall present all records and documents of the Section at business meetings and keep a correct and permanent record of the meetings and transactions of the Section. The Secretary shall be custodian of books, records, manuscripts, and correspondence of the Section or delegate this duty to an appropriate committee. The Secretary shall complete other secretarial functions of the Board of Directors as may be required.
- E. Treasurer
The Treasurer shall be custodian of all the funds of the Section and shall be accountable for their safekeeping. The Treasurer shall receive and disburse all funds and shall submit comprehensive reports of the financial status of the Section in writing, to the membership of the Section and to the Association, as required.
- F. Director of Communication
The Director of Communication oversees dissemination of all Section information via the Section's electronic and written media in conjunction with the Telecommunications Chair and JNPT Editor.
- G. Director of Education
The Director of Education oversees the educational mission of the Section and coordinates Section activities with the Program Chair. The Director determines strategic direction for the Section's educational agenda as it relates to the identification of educational needs, development of educational opportunities, and delivery of high-quality educational programs and products to Section members.
- H. Director of Research
The Director of Research oversees the research mission of the Section that includes coordination of Section activities with the Research chair and determines strategic direction for the Section's research agenda as it relates to neurologic physical therapy.
- I. Special Appointments
The Program Chair and the Journal of Neurologic Physical Therapy Editor are appointed by the elected members of the Board of Directors. The

Program Chair shall be responsible for the Section's programming at the Combined Sections Meeting and regional courses. Both the Program Chair and the Journal Editor shall serve the Board in an advisory ad hoc capacity. The Board of Directors Executive Committee may also appoint special committees, task forces, or individuals as deemed necessary. Composition, tenure, and responsibilities of such entities shall be determined by the Board of Directors.

Section 6: Meetings

- A. Regular Meetings
The Board of Directors shall meet not less than once a year.
- B. Special Meetings
The President may call a special meeting of the Board of Directors and must call a special meeting on written request of three members of the Board.
- C. Conference Calls
Conference calls are planned regularly.
- D. Notice
All members of the Board of Directors must be notified at least seven (7) days before the date fixed for the meeting.
- E. Quorum
Five voting members shall constitute a quorum.

ARTICLE VIII: COMMITTEES

Section 1: Finance Committee

The Finance Committee shall be composed of the Treasurer and two members in good standing appointed by the Board of Directors. The Treasurer will serve as Chair of the Finance Committee.

Section 2: Nominating Committee

The Nominating Committee shall consist of three eligible members; one member shall be elected each year, which shall serve a term of three years or until the election of his/her successor. The senior member of the committee shall serve as Chair. Any vacancies shall be filled by the Board of Directors until the next regular

election at which time the vacant position shall be filled for the remainder of the term.

ARTICLE IX: DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

Section 1: Qualifications

- A. The qualifications of the delegate shall be as stated in the Association's bylaws.
- B. A Section delegate may not, in the same year, serve as Chapter or Assembly delegate.
- C. The Section shall notify Association headquarters of the name of the Section Delegate, as required by the Association and the Standing Rules of the House of Delegates.
- D. The Section must be represented in the House of Delegates every year.

Section 2: Appointment

By January 1 prior to the sessions of the House of Delegates of the Association, the Board of Directors of the Section shall appoint the Section Delegate. The Board of the Section may also designate an alternate Delegate.

- A. The term of service as the Section's Delegate shall be one year.
- B. No member shall serve more than four complete consecutive terms in the position of Delegate.
- C. Vacancies
In the event that the Delegate shall be unable to serve, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

Section 3: Duties of Delegates

- A. Attend the annual and special meetings of the House of Delegates of the Association.

- B. Represent the Section's interests on matters that are brought before the Association's House of Delegates for deliberation and action.
- C. Study the matters that are brought before the Association's House of Delegates for deliberation and action, and solicit guidance on such matters from the membership and Board of Directors of the Section.
- D. Report to the membership and the Board of Directors of the Section the actions taken by the House of Delegates and the reasons for and implications of such actions.

ARTICLE X: ELECTIONS

- A. Members of the Executive Committee and members of the Nominating Committee shall be elected.
 - 1. In 2006 the Vice President will be elected to a three-year term. This position will be elected again in 2009, 2012 and every three years thereafter.
 - 2. In 2008 the Secretary will be elected to a three-year term. This position will be elected again in 2011, 2014, and every three years thereafter.
 - 3. In 2007 the Treasurer will be elected to a three-year term. The President-Elect will be elected to a one-year term followed by three years as President. Both of these positions will be elected again in 2010, 2013, and every three years thereafter.
 - 4. In 2009 the Director of Education will be elected to a three-year term. This position will be elected again in 2012, 2015, and every three years thereafter.
 - 5. In 2009 the Director of Communication will be elected to an initial two year term. In 2011 this Director will be elected to a three-year term. This position will be elected again in 2014, 2017, and every three years thereafter.
 - 6. In 2009 the Director of Research will be elected to an initial one-year term. In 2010 this Director will be elected to a three-year term.

This position will be elected again in 2013, 2016, and every three years thereafter.

- 7. In June 2008 Directors of Communication, Education and Research will be appointed by the Board of Directors for a one-year term.
- B. The Nominating Committee shall present its candidates for office at CSM, after which the floor shall be open for further nominations.
- C. A mail or electronic ballot shall be conducted between the Section's Annual meeting and the Association's Annual Meeting or the Association's Annual Meeting of the House of Delegates if the Association's Annual Meeting is not held. A minimum return of 100 ballots should be required for the election to be valid.
- D. Election for each office or position shall be by a plurality of the valid votes cast. In the case of a tie, the election shall be settled by lot.
- E. Tellers designated by the Secretary shall tabulate the results of the election. The Secretary and the Nominating Committee Chair shall be responsible for verifying the election results.
- F. The Nominating Committee Chair shall report the results of the election to each of the nominees, to the Board of Directors, and at the first Section meeting following the election and to the Association within 45 days.

ARTICLE XI: FINANCE

Section 1: Fiscal Year

The fiscal year of the Section is the same as that of the 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 Section's Board of Directors. The Board shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. The dues for each category shall be:
1. Active Member: \$50;
 2. Active-Student Member who meets qualifications of graduate student as prescribed by the APTA Board of Directors: \$20
 3. Life Member: \$50; and Life Affiliate Member: \$25
 4. Affiliate Member: \$25
 5. Retired Active Member: \$50; and Retired Affiliate Member: \$25
 6. Student and Student Affiliate Member: \$20
- B. All dues shall be for the period specified in the Association's bylaws.
- C. Dues Changes
All dues changes approved by the Section membership and Association Board of Directors before the Association's deadline will become effective on the first of the Section's next fiscal year.
- D. The Section shall submit their annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

ARTICLE XII: DISSOLUTION

Section 1: Dissolution

The Section may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Board of Directors and adopted by two-thirds of the Section's members voting in a referendum on the question to dissolve, thereon in compliance with the requirements of the Indiana Not-For-Profit Corporation Action of 1971, as amended.

Section 2: Disposition of Property

In the event of dissolution of the Section, all property and records of whatever nature in the Section shall, after payment of all bona fide debts of the Section, be turned over to the Association.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Section in all cases, which they are applicable and in which they are consistent with these bylaws and any rules of order adopted by the Section.

ARTICLE XIV: AMENDMENTS

Section 1: Amendment

Except as provided in Sections 2 and 3 below, these bylaws may be amended at the Annual Meeting or any additional meeting of the Section by a two-thirds vote of members present and voting, providing that notice of the proposed amendments has been given to the Section's membership at least 30 days in advance of the meeting at which the proposed amendments are to be considered.

Section 2: Amendments Required by the Association

If the intent of an amendment is editorial or to bring the Section's bylaws into agreement with those of the Association, the amendment shall be made as required by the President and Secretary and approved by the Board of Directors. The President shall notify the Section's membership of such an amendment.

Section 3: Prior Approval by the Association

Amendments to the Section's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Section dues become effective on the first of the Section's next fiscal year following approval.)

XV: ASSOCIATION AS A HIGHER AUTHORITY

In addition to these bylaws, the Section is governed by the Association bylaws and standing Rules and by the Association's House of Delegates and Board of Directors Policies.

Adopted February 1992
Amended February 1994
Amended February 1997
Amended June 1998
Amended February 2001
Amended February 2002
Amended February 2003
Amended July 2003
Amended February 2008

