

AMERICAN PHYSICAL THERAPY ASSOCIATION
BYLAWS OF HAND REHABILITATION SECTION, INC.

ARTICLE I. NAME

The name of this organization shall be Hand Rehabilitation Section, Inc. hereinafter referred to as the Section, a component of The American Physical Therapy Association, hereinafter referred to as the Association.

ARTICLE II. OBJECTIVE

The objectives of this Section shall be to:

- A. Further the objectives of the Association as expressed in the Association Bylaws and policy statements made by the House of Delegates.
- B. Provide a means by which members having a common interest in hand and upper extremity rehabilitation may meet, confer, and promote current concepts in hand management.

ARTICLE III. FUNCTIONS

The functions of The Section shall be to:

- A. Carry out the functions of the Association set forth in The Association Bylaws and policy statements made by The House of Delegates.
- B. Promote standards of care for hand and upper extremity rehabilitation.
- C. Promote the development of new knowledge in hand rehabilitation.
- D. Provide for the exchange of information relating to hand rehabilitation among Physical Therapy educators, researchers, practitioners, and administrators.
- E. Promote the role of Physical Therapy in hand rehabilitation.
- F. Identify and respond to areas of concern related to hand rehabilitation.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association.

Section 2: Rights and Privileges of Members

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

Section 3: Application

An eligible Association member may apply for Section membership by:

- A. Paying directly to the Association current dues which shall entitle the individual membership in this Section until such time as the member is billed for Association dues. At that time, he shall be billed for Section dues for the ensuing 12 months of membership or;
- B. Paying directly to the Treasurer of the Section or other designee approved by the Section.
- C. Upon acceptance and payment of dues, the applicant shall become a member of the Section.

Section 4: Good Standing

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

- A. Is in good standing in the Association.
- B. Pays all Section dues.

Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended in the Section. Any member of the Section who is expelled from the 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. SECTION STRUCTURE

Section 1: Structure

This Section shall be structured consistent with the Association Bylaws.

Section 2: Formation of Regional Study Group

- A. To form a Regional Study Group, a written application signed by ten members shall be sent to the Section Executive Committee. The Executive Committee shall act on this application at its next meeting. If approved, the territorial boundaries of the new Regional Study Group shall be determined by the Executive Committee. If not approved, the petitioners may appeal to the membership of The Section at its next meeting.
- B. The Bylaws and Amendments to be adopted by the Regional Study Group must be approved by the Executive Committee. The Bylaws must in no manner conflict with the Association or the Section. If such Bylaws are not approved, the Regional Study Group may appeal to the membership of the Section at its next meeting.

Section 3: Membership

Members shall be assigned to the Regional Study Groups of their choice. Membership categories shall be the same as for the Section.

Section 4: Organization

- A. The Officers of the Regional Study Group shall be a Chairman elected by the members of the Study Group and a minimum of two other elected officers.
- B. The Regional Study Group shall hold a minimum of two meetings annually.
- C. Written report of the Regional Study Group activities shall be submitted to the Section President as least 21 days prior to the annual business meeting of The Section and at times requested by the Section Executive Committee.

Section 5: Finance

- A. Regional Study Groups will be financially self-supporting.
- B. Regional Study Groups shall not establish dues. Special assessments approved by the Section Executive Committee may be levied provided they do not carry punitive action or loss of good standing.

Section 6: Dissolution of Regional Study Groups

- A. A Regional Study Group which fails to comply with Section policies or Bylaws may be abolished by the Section provided it is given an opportunity to be heard in its own defense following at least one month's notice, and at least the majority of the Executive Committee concurring. The Regional Study Group may appeal to the Section membership at its next meeting.
- B. All records and property of the Regional Study Groups belong to the Section and must be returned to the Section President within 30 days following dissolution.
- C. The Regional Study Groups may voluntarily dissolve with the approval of the Executive Committee.

Section 7: Limitations

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

- A. Bylaws and policies of the Association and Section.
- B. No regional or 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 regional or special interest group unless authorized to do so in writing by the Section's governing body.

ARTICLE VI. MEETINGS

Section 1: Mid-Winter Conference

The Mid-Winter Conference shall be held at the time and place of the Association's Combined Sections Meeting Conference, for the purpose of educational programs, amending Bylaws, budget approval of electing Section Officers, electing the Nominating Committee, receiving reports of Officers and Committee Chairpersons, installation of elected officers and any other business that may arise.

Section 2: Special Meetings

Special meetings may be called by the President, the Executive Committee or by written petition of 50 percent of the membership. Attendance is limited to Section members and invited guests approved by the Section officers. A quorum shall consist of six (6) members, including at least three officers.

Section 3: Additional Meetings

- A. Additional business meetings may be held during any calendar year in conformity with Association policy.
- B. Educational programs may be held in conjunction with business meetings or at other times during the calendar year, in conformity with Association policy.
- C. Educational programs shall be open to all members of the Association who have fulfilled the registration requirements of the Section and the Association.
- D. No meetings shall conflict with other Association functions/meetings.
- E. Minutes/Reports of all Section business meetings shall be submitted to the Association staff liaison of Section's within 45 days following a meeting.

Section 4: Notice of Meetings

A notice of each meeting shall be sent to all members at least 60 days prior to the date of the meeting.

Section 5: Quorum

A quorum shall consist of six (6) members, including at least three (3) officers.

Section 6: Attendance

Attendance at business meetings shall be limited to Section members and invited guests approved by the Officers of the Executive Committee present at the meeting.

ARTICLE VII. SECTION DELEGATES TO THE HOUSE OF DELEGATES

The number, qualifications, voting rights, and credentials of the Section Delegate shall be prescribed by the Association Bylaws. The Section Delegate may not serve as Chapter Delegate. The Section President shall serve as Section Delegate, if eligible. The Executive Committee shall appoint an alternate Delegate at the time of the Mid-Winter meeting. The Section shall be represented in the House of Delegates at least every third year. The Association shall be notified of the name of the Section Delegate at a date determined by the Association.

ARTICLE VIII. OFFICERS AND EXECUTIVE COMMITTEE

Section 1: Composition

- A. Officers of the Section shall be the President, Vice President, Secretary, Professional Relations Director, and Treasurer.
- B. The Executive Committee of the Section shall be composed of the elected officers and Immediate Past President.

Section 2: Qualifications of Officers

Only such members of the Section as are provided for in the Association Bylaws, Article IV, Section 2, Subparagraph 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. In addition, the President and Vice President must have been a Section member for at least two years immediately preceding his/her election. The Immediate Past President shall have served as President immediately before his/her term as Immediate Past President.

Section 3: Nominations and Elections

A. Nominating Committee and Elections

- (1) A Nominating Committee consisting of at least three (3) Physical Therapist, Life Physical Therapist or Retired Physical Therapist Section members shall prepare a slate of one or more names for each office, except Immediate Past President, from lists of persons who have consented to serve if elected, as follows:

In even-numbered years; Vice President, Secretary, and Professional Relations Director, in odd-numbered years; President, Treasurer, and annually; one member of the Nominating Committee.

- (2) The Nominating Committee shall present a call for nominations to the membership in the summer edition of *Hand Prints* and shall present the slate of candidates in the fall edition of *Hand Prints*.
- (3) The final slate of nominees with their biographical information shall be mailed to Section members at least thirty days prior to the Combined Sections Meeting.

B. Elections

- (1) Elections shall be held prior to the Combined Sections Meeting. Voting ballots shall be made available to the membership thirty days prior to Combined Sections Meeting. Ballots shall be counted at Combined Sections Meeting.
- (2) A minimum of nine (9) mail-in ballots is required.
- (3) A majority vote shall elect if there are only two nominees for an office; if there are more than two, a plurality vote shall elect.
- (4) Elections shall be by mail ballot. Results of elections shall be sent to Association headquarters within thirty days.
- (5) The voting body shall be composed of Section members in good standing who have voting privileges in the Association.
- (6) The position of Immediate Past President shall automatically be filled by the outgoing President.

Section 4: Tenure

- A. All officers shall serve a term of three years or until their successors are elected; and their terms shall begin at the close of the Combined Sections Meeting, at which they were elected.
- B. No member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5: Vacancies

- A. A vacancy in the office of President shall be filled by the Vice President. For other

offices, vacancies shall be filled by Executive Committee appointment.

- B. A vacancy on the Executive Committee shall be declared in the event of the death or resignation of a member, or declared by a majority vote of the Committee for failure to perform assigned duties.

Section 6: Duties of Officers

A. The President shall:

- (1) Call and preside at all meetings of the Section and the Executive Committee, and shall serve ex-officio as a member of all committees, except the Nominating Committee, and Regional Study Groups.
- (2) Serve as the Section Delegate, if eligible, at the Association House of Delegates.
- (3) With the Vice President, carry on the official communications of the Section, and serve as the official spokesperson of the Section.
- (4) Sign, along with the Treasurer, all checks over \$500.00.
- (5) Recommend to the Executive Committee, Special and Advisory Committees and appoint those approved by the Section or Executive Committee.
- (6) Submit a written annual report of the Section to the Association as prescribed by the Association.
- (7) Have the privilege of appointing a parliamentarian.

B. The Vice President shall:

- (1) Assume the duties of the President, if the President is absent or unable to serve.
- (2) Succeed to the Presidency in the event of a vacancy in that office, for the unexpired portion of the term.
- (3) Assist the President in carrying out the official duties of the Section.
- (4) Serve as Chairperson of the Program Committee.
- (5) Submit a written report to the President at least 21 days prior to the Annual Meeting for presentation at the Annual Meeting.

C. The Immediate Past President shall:

- (1) Serve as Chairperson of the Public Relations Committee.
- (2) Serve as consultant to the President.
- (3) Submit a written report to the President at least 21 days prior to the Annual Meeting for presentation at the Annual Meeting.

D. The Secretary shall:

- (1) Record and distribute the minutes of all Section meetings and meetings of the Executive Committee.
- (2) Maintain a record of all official actions and decisions of the Section and the Executive Committee.
- (3) Send meeting notices as requested by the President or Executive Committee.
- (4) Send vote by mail ballots.
- (5) Submit a written report to the President at least 21 days prior to the Annual Meeting for presentation at the Annual Meeting.

E. The Professional Relations Director shall:

- (1) Serve as Chairperson of the Professional Relations Committee.
- (2) Coordinate Section publications.
- (3) Submit a written report to the President at least 21 days prior to the Annual Meeting for presentation at the Annual Meeting.

- Meeting for presentation at the Annual Meeting.
- F. The Treasurer shall:
- (1) Serve as Chairperson of the Finance Committee.
 - (2) Receive and disperse the Section monies.
 - (3) Maintain a membership record of the Section.
 - (4) Keep true and accurate records of all receipts and disbursements of the Section.
 - (5) Estimate financial impact of actions taken by the Section or the executive Committee upon request.
 - (6) Develop, with the assistance of the Executive Committee, an annual budget, and be responsible for publishing the annual budget at least 30 days prior to Mid-Winter Meeting.
 - (7) Submit written membership and financial reports to the President at least 21 days prior to the Annual Meeting for presentation at the Annual Meeting and shall make interim reports as the Section or Executive Committee may direct.
- G. All officers shall have the right to vote at meetings of the Executive Committee.
- H. All officers shall perform such duties as specified in the Standard Operating Procedures Manual.

Section 7: Powers and Duties of the Executive Committee

- A. The Executive Committee shall:
- (1) Carry out the mandates and policies of the Section as determined by the members and, between meetings of the Section, shall make and enforce such policies on behalf of the Section as are not inconsistent with the mandates and policies determined by the members, subject to the provision in these Bylaws.
 - (2) Approve the contents of the Standard Operating Procedures Manual which shall contain other duties of Officers and Committees.
 - (3) Fill vacancies for Standing Committee Chairpersons, coordinate the activities of the Standing and Special Committees.
 - (4) Fill vacancies on the Executive Committee, except the President and Immediate Past President.
 - (5) Provide for an annual audit of the Treasurer's books.
 - (6) Have the power to authorize a vote by mail of the Section for matters other than election of officers.
 - (7) Transfer all records and provide orientation for their successors within 30 days following their termination of office.
 - (8) Appoint an Alternate Delegate.

Section 8: Voting by Mail

- A. The fraction of the returned ballots required to decide an issue shall be the same as that required if voting had occurred at a regular or special meeting. A minimum of nine (9) mail-in ballots are required.
- B. The deadline date for the receipt of a returned mail ballot shall be indicated on the ballot and shall be no less than 14 days from the date (postmark) of its mailing to the membership.
- C. The address to which the ballot is to be returned shall be clearly printed on each

ballot.

- D. Ballots received after the deadline date shall not be counted for the purpose of determining the results of the vote.

Section 9: Meetings

- A. The Executive Committee shall meet a minimum of two times annually; meetings may be held at the time of the Annual and Mid-Winter Meetings.
- B. Special Meetings of the Executive Committee may be called by the president and shall be called upon written petition of a majority of the membership of the Executive Committee. A one week notice shall be required.

Section 10: Quorum

A majority of the Section Executive Committee shall constitute a quorum. Transactions of business in the absence of a quorum shall be in accordance with the provisions in the Standard Operating Procedures Manual.

ARTICLE IX. STANDING COMMITTEES

Section 1: Standing Committees

- A. Nominating Committee:

The nominating Committee shall consist of three eligible members; one member shall be elected each year, at the Annual Meeting, and shall serve a term of three (3) years, or until the election of his successor. The senior member of the committee shall serve as Chairperson. Any vacancies shall be filled by the Executive Committee until the next regular election at which time the vacant position shall be filled for the remainder of the term.
- B. Program Committee:
 - (1) Shall be chaired by the Section Vice President.
 - (2) Shall consist of two or more members appointed by the Section Vice President.
 - (3) Shall be responsible for planning the conducting all educational programs of the Section.
- C. Professional Relations Committee:
 - (1) Shall be chaired by the Professional Relations Director.
 - (2) Shall consist of two or more members appointed by the Professional Relations Director.
 - (3) Shall be responsible for the Section publications.
- D. Public Relations Committee:
 - (1) Shall be chaired by the Immediate Past President.
 - (2) Shall consist of at least one member appointed by the Immediate Past President.
 - (3) Shall perform functions as assigned by the Executive Committee to promote awareness of the Section.
- E. Membership Committee:
 - (1) The Membership Committee Chairperson shall be appointed by the Executive Committee.
 - (2) Shall consist of two or more members appointed by the Membership Committee Chairperson.

(3) Shall perform functions to recruit membership and retain membership in the Section.

(4) Shall serve a term of two years.

F. Bylaws Committee:

(1) The Bylaws Committee Chairperson shall be appointed by the Executive Committee.

(2) Shall perform functions of maintaining and structuring the Section's Bylaws consistent with the Association's Bylaws.

G. Research Committee

(1) The Research Committee Chairperson shall be appointed by the Executive Committee.

(2) Shall consist of four members appointed by the research chairperson.

(3) Shall promote research in the area of upper extremity rehabilitation.

(4) Shall promote awarding the Section's research grant monies to qualified applicants.

H. Committee Tenure

Appointed committee members shall serve two-year terms and may be reappointed.

I. Committee Reports

Each Committee Chairperson shall submit a written report to the Section President at least 21 days prior to the Annual Meeting for presentation at that meeting. Each Committee Chairperson shall perform other such duties as specified in the Section Standard Operating Procedures Manual.

J. Vacancies

(1) Vacancies in a category of Committee Chairpersons shall be filled by the Executive Committee.

(2) A vacancy may be declared: (a) by majority vote of the Executive Committee for failure to perform assigned duties, and (b) by death or resignation.

Section 2: Special Committees

Such Special Committees as the Section or Executive Committee deems necessary shall be appointed by the President.

ARTICLE X. FINANCE

Section 1. Fiscal Year

The fiscal year of the Section shall be the same as that of The Association, January 1 through December 31.

Section 2. Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment except by order of the Executive Committee of the Section. The Executive Committee shall have the power to make appropriations not in excess of \$500.00 annually. Any appropriations in excess of \$500.00 annually must be approved by the Section.

Section 3: Dues

A. Section dues shall be as follows:

Physical Therapist: \$35.00

Physical Therapist– Post Professional Student: \$21.00

Physical Therapist Assistant member: \$25.00

Life Physical Therapist: \$0.00

Life Physical Therapist Assistant: \$0.00

Student Physical Therapist and Student Physical Therapist Assistant: \$10.00

Retired Physical Therapist: \$17.00

Retired Physical Therapist Assistant: \$17.00

B. All dues changes approved by the Section 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: Annual Reports

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

ARTICLE XI. PUBLICATIONS AND COMMUNICATIONS

Section 1: Publications

The Newsletter is the official publication of the Section. Publication in the Newsletter of meeting notices and prior notice of issues to be voted upon shall constitute official notice to all members, provided the Newsletter has been mailed the required period of time prior to the meeting date.

Section 2: Communications

All members including Officers shall have permission from the Executive Committee before distribution of any Section reports to persons other than Section members. They must also have approval from the Executive Committee in order to represent the Section on radio or television, through newspapers or interview, or at a public or professional meeting.

ARTICLE XII. DISSOLUTION

Section 1: Dissolution

Involuntary dissolution of The Section by action of The Association Board of Directors shall be prescribed by The Association Bylaws.

Section 2: Bylaws

Dissolution being in effect, a motion to rescind the Bylaws shall require the same notice and vote as to amend. All members on record shall be notified of the Resolution to dissolve at least ten days prior to the meeting at which the vote on the Resolution would be taken.

Section 3: Records and Properties

Upon dissolution of The Section, all records and properties of The Section after payment of all bona fide debts shall become the property of The Association.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association and all components, in all cases in which they are not inconsistent with these Bylaws and any special rules of order the Sections may adopt.

ARTICLE XVI. AMENDMENTS

Section 1: Section Amendments

These Bylaws may be amended at the Mid-Winter Meeting of The Section by a two-thirds vote of those members present and voting, providing a copy of the proposed Amendments has been sent to all members at least ten days prior to the meeting.

Section 2: Adoption of Amendments

The effective date of adoption of the Amendment shall be the date of issue, in writing, of approval by The Association Board of Directors.

Section 3: Association Amendments

When The Association Bylaws have been amended so as to require amendment of The Section Bylaws, The Section Executive Committee shall make any mandatory changes in The Section Bylaws and so notify the membership that such amendments have been made.

ARTICLE XVII. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Section is governed by the Association bylaws and standing rules, and by Association House of Delegates and Board of Directors policies.

Reviewed by Parliamentarian January 2004, November 2004, January 2006, July 2010

Amendments adopted February 2010, CSM

Approved October 1, 2010