



Bylaws

Home Health Section

of the American Physical Therapy Association

as adopted by the Members April 30, 2016

Article I. Name

The name of this section is the Home Health Section of the American Physical Therapy Association, hereinafter referred to as the Section and the Association respectively.

Article II. Object

The purpose of the Section shall be to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

Article III. Functions

- A. Reduce or eliminate policy barriers to patient/client access to physical therapist services in home and community-based settings.
- B. Make physical therapist (PT) and physical therapist assistant (PTA) educational opportunities available to meet the needs of home health clinicians, agencies, and students.
- C. Facilitate the development of payment policies that reflect the clinical and practice management expertise and resources required to deliver quality physical therapist services to patients and clients in home and community-based settings.
- D. Foster the recognition of physical therapists as self-directed practitioners within interdisciplinary teams in home and community-based settings by home health agencies, professional groups, and the public.
- E. Facilitate creation of and access to knowledge that informs clinical decision-making about the delivery of physical therapist services at the point of care.
- F. Encourage members to routinely identify, apply, and integrate evidence-based practice principles in physical therapist practice in home and community-based settings.

Article IV. Membership

Section 1. Classes 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

- A. The rights and privileges of the Section's members shall be identical to those established in the Association Bylaws.
- B. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at Section membership meetings and any authorized absentee voting.

Section 3. Application for and Admission to Membership

The payment of Section dues 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 his or her membership privileges suspended in 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. Meetings

Section 1. Annual Meetings

The Section shall hold an annual business meeting of the Section membership for the conduct of business, with attendance limited to Section members and invited guests approved by the Section officers, provided at least 30 days notice is given to all members. The annual meeting will be held at the time and place of the Combined Sections Meeting of the Association, if one is held.

Section 2. Special Meetings

Special meetings may be called by Executive Committee or any 10 members, provided that 30 days notice is given to all members. Attendance is limited to Section members and invited guests approved by the Section officers.

Section 3. Quorum

A quorum shall consist of five members, including at least two officers.

Section 4. Minutes

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

**Article VI. Officers
Executive Committee**

Section 1. Officers: Rights, Duties, and Responsibilities

A. The officers of the Section shall consist of a President, Vice President, Secretary, and Treasurer.

B. President

1. The President shall:

- a) Preside at all meetings of the Section.
- b) Act as an ex officio member of all committees, except the Nominating Committee.
- c) Report to the Section Executive Committee as required.
- d) Report to the Association as required.
- e) Report to the membership.

C. Vice President

1. The Vice President shall:

- a) Officiate and/or serve for the President in his/her absence or disability.
- b) Succeed to the office of President for the unexpired portion of term in the event of death, resignation, removal or disqualification of the President.
- c) Assume such duties as may be delegated by the Section.

D. Secretary

1. The Secretary shall:

- a) Produce a written record of the minutes of all Section and Executive Committee meetings, and submit these written minutes to the APTA staff liaison to the Section as per Article V, Meetings, Section 5, Minutes.
- b) Maintain a record of all official action and decisions by the Executive Committee that were conducted by correspondence or conference call.
- c) Submit written minutes of the preceding business meeting at each Section business meeting.
- d) Assume such duties as may be delegated by the Section.

E. Treasurer

1. The Treasurer shall:

- a) Oversee all procedures required to maintain fiscal accountability.
- b) Complete mandated reports within specified time frames and may consult with outside accounting agencies with Executive Committee.
- c) Assume such duties as may be delegated by the Section.

Section 2. Terms

A. The officers of the Section shall assume office at the end of the Association's Combined Sections Meeting, if one is held.

B. The term of office of each officer shall be three (3) years, or until the election and assumption of office of his/her successor.

- C. No member shall serve more than two consecutive terms in the same office, but shall be eligible again after one year's absence from office.
- D. Any officer unable to complete his term of office shall submit a letter of resignation to the President.
- E. Any officer who fails to perform his duties can be removed from this position by a unanimous vote of the Executive Committee with the exception of the officer in question.

Section 3. Vacancies

- A. Vacancies may be created by death, resignation, removal for failure to serve, or disqualification.
- B. If a vacancy occurs in the office of President, the Vice President shall succeed to the office of President.
- C. If a vacancy occurs in the office of Vice President, Secretary, or Treasurer, the respective office shall be filled by appointment by the Section Executive Committee for the unexpired term.

Section 4. Qualifications

Only such members of the Section as are provided for in the Association Bylaws, Article IV, Section 2, Subparagraph B who have been in good standing for at least 2 years immediately preceding their election and who have consented to serve shall be eligible for election to office. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members may hold office of Secretary and Treasurer, subject to the limitations specified in the Association Bylaws, Article V, Section 5, Subparagraph C.

Section 5. Executive Committee

- A. Composition: The Executive Committee shall consist of the officers of the Section.
- B. Meetings.
 - 1. Regular meetings. The Executive Committee shall meet a minimum of two times per year.
 - 2. Special Meetings. Additional meetings shall be held at the discretion of the President or upon written request of two of the members of the Executive Committee.
 - 3. Notice required for meetings. Electronic, telefax or phone call notice, unless otherwise stated in the Bylaws, of all meetings shall be given to all members of the Executive Committee no later than thirty (30) days before the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail or by conference call with at least a quorum of members participating.
 - 4. Three members shall constitute a quorum.

- C. Duties and Responsibilities:

The Executive Committee shall:

- 1. Carry out the mandates and objectives of the Section as determined by the membership. Between Section business meetings, the Executive Committee may make and enforce such policy as is consistent with the mandates and objectives of the membership and within the scope of these bylaws.

2. Direct all business and financial affairs on behalf of the Section, and not commit the Section to any financial obligation in excess of its available resources.
3. Fill all vacancies occurring on the Executive Committee, and other committees or task forces, except as otherwise provided by these bylaws.
4. Adopt Section goals, strategic plan and budget, annually.
5. Perform other duties as stipulated in the Section's Policy and Procedure Manual.

Section 6. Elections

- A. The elections shall be by electronic or mail ballot. Elections shall be conducted annually at a time deemed optimum by the Executive Committee. Members shall be notified of elections at least 30 days prior to the deadline for casting ballots. Members may vote either electronically or by mail ballot. Voting for candidates shall not be limited to those whose names appear on the ballot. The nominee receiving the most votes shall be declared elected provided that at least ten (10) valid ballots have been cast.
- B. The Nominating Committee shall appoint a teller. A teller's report shall be provided to the Executive Committee following the election. Election results shall be reported to the members through the Section publication and/or Section website within 45 days of the conclusion of elections.
- C. A tie vote shall be broken by vote of at least three (3) members of the Executive Committee, with the President breaking that tie as needed.
- D. Results of elections shall be reported in writing to the Association within forty-five (45) days.

Article VII. Committees

Section 1. Standing Committees of the Executive Committee, Appointed By and Responsible to the Executive Committee

- A. Membership Committee: The Membership Committee shall consist of three members appointed by the Section Executive Committee for a 3-year term.
- B. Program Committee: The Program Committee shall consist of three members as appointed by the Section Executive Committee for a 3-year term.
- C. Publications Committee: The Publications Committee shall consist of Section members as appointed by the Section Executive Committee for 3-year terms.
- D. Other Committees: Additional committees may be established and appointed by the Executive Committee to fulfill the purpose and object of the Section.
 1. Length and Number of Terms: Terms are for three years, commencing immediately following the Executive Committee meeting at which an individual is appointed. Members may serve no more than two sequential terms.
 2. Duties: Duties of other committees shall be established in the Section's Policy and Procedure Manual.
 3. Appointment: Members are appointed by the Executive Committee.

Section 2. Nominating Committee—Elected by and Responsible to the Membership

A. Composition, term, and election

1. Qualifications: Only Life Physical Therapist, Physical Therapist, Retired Physical Therapist members in good standing in the Section for at least 2 years immediately preceding their election and who have consented to serve shall serve as members of the Nominating Committee. Members of the Executive Committee may not serve as members of the Nominating Committee.
2. This committee shall be composed of three members.
3. Members shall serve a term of 3 years, commencing at the close of the Association's Combined Sections Meeting, if one is held, with one member elected each year. The member with seniority shall chair the committee.

B. Duties

1. This committee shall prepare a list of at least two nominees, if possible, from those consenting to serve if elected for each office and for the Nominating Committee.
2. This committee shall be responsible for the distribution of the ballot and any other pertinent election materials to the membership.

- C. Vacancies: Vacancies in the committee will be filled at the next election by electing two members to the committee. The candidate receiving the highest number of votes will complete a 3-year term; the candidate reviewing the next highest number of votes will complete the vacated term.

Article VIII. Section Delegate

Section 1. Selection

- A. The Section delegate shall be the President or an individual appointed by the Executive Committee who has been a Physical Therapist or Physical Therapist Assistant member in good standing of the Section for at least 2 years preceding her/his appointment and has agreed to serve.
- B. An alternate delegate or any replacement delegate(s) shall be appointed by the Executive Committee.
- C. The Section delegate and alternate will be determined prior to January 1 of each year.
- D. The Section delegate may not serve as a chapter delegate.
- E. The Section will be represented in the House of Delegates at least every third year.

Section 2. Notification of Headquarters

The Section shall notify the Association headquarters of the name of the Section delegate, as required by the Association and the Standing Rules of the House of Delegates.

Article IX. Finance

Section 1. Fiscal Year

The fiscal year of the Section shall be from January 1 through December 31.

Section 2. Limitations 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 Executive Committee. The Executive Committee shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3. Dues

- A. Annual dues for the Section shall be:
 - 1. Physical Therapist: \$45
 - 2. Physical Therapist – Post-Professional Student: \$15
 - 3. Physical Therapist Assistant: \$35
 - 4. Life Physical Therapist: \$15
 - 5. Life Physical Therapist Assistant: \$15
 - 6. Student Physical Therapist and Student Physical Therapist Assistant: \$15
 - 7. Retired Physical Therapist and Retired Physical Therapist Assistant: \$15
- B. All dues shall be for the period specified in the Association bylaws, and shall be payable following the Association's schedule.
- C. 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.
- D. The Board of Directors may offer reduced rates for Section dues as an incentive to promote membership.
- E. The Section shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by Association headquarters.

Article X. Dissolution

- A. The Section may dissolve subject to a recommendation to dissolve supported by no less than 50% of the Section's Executive Committee and adopted by 50% of the Section's members.
- B. In the event that the Section is dissolved, all property and records of the Section shall, after payment of its bona fide debts, be conveyed to the Association.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order (Newly Revised)* govern the Section in all cases in which they are applicable and not inconsistent with these bylaws and any special rules of order of the Section may be adopted.

Article XII. Amendments

Section 1. Compliance with APTA Bylaws

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 Bylaws Committee Chair and shared with the Executive Committee. The Bylaws Committee Chair shall notify the Section's membership that such amendments have been made.

Amendments to the Section's bylaws approved by membership 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 Association's next fiscal year following approval.)

Section 2. Notification

- A. Proposed changes in the Section bylaws will be sent by electronic or standard mail to the Section membership no later than sixty (60) days prior to the date that is determined to be the last day for receipt of votes via electronic or mail ballot.
- B. Approval of the bylaw amendments by the membership will be by electronic or mail ballot. An affirmative vote by a majority of the votes received by the last day for receipt of ballots is needed for passage, provided that at least ten (10) valid ballots have been cast.
- C. The approved bylaws will be distributed to the membership in a reasonable time period after the voting has been tabulated.

Article XIII. Association as 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 of 1995; amended February 2003; amended February 2007; amended April 2016.