

# Capital Area District

A District of the Texas Physical Therapy Association  
A Chapter of the American Physical Therapy Association

## **Bylaws**

### **Article I: Name**

The name of this organization is the Capital Area District, hereinafter known as the “District”, of the Texas Physical Therapy Association, hereinafter known as the “Chapter”, of the American Physical Therapy Association, hereinafter known as the “Association”.

### **Article II: Purpose**

The purpose of the District is to foster the profession of physical therapy through its membership and to support the Chapter and the Association.

### **Article III: Functions**

The functions of the District are to:

- A. Promote public awareness of physical therapy.
- B. Provide educational opportunities for physical therapists, physical therapist assistants, student physical therapists, student physical therapist assistants, and related health care professionals.
- C. Support formal education of physical therapy personnel.
- D. Provide for fellowship of members.
- E. Encourage identification, communication, and coordinated action relating to matters of common interest.
- F. Perform functions as prescribed by the Chapter and Association.
- G. Encourage research and contributions to professional literature.
- H. Provide leadership opportunities for members.
- I. Promote the Code of Ethics of the Association.

### **Article IV: Membership**

## Section 1- Classes and Qualifications of Members

All classes and qualifications of membership in the District shall be identical to those of the Chapter.

## Section 2 - Rights and Privileges

The rights and privileges of the District's members shall be identical to those of the Chapter.

## **Article V: Officers of the District**

### Section 1 – Names

The officers of the District shall include Chair, Vice Chair, Secretary, and Treasurer.

### Section 2 – Qualifications

Each officer must be a member of the Association and the District for at least one year prior to inclusion on the election ballot and must retain membership status in good standing throughout the term of office.

### Section 3 – Election of Officers

- A. The Chair and Secretary shall serve a two-year term beginning in odd numbered years
- B. The Vice Chair and Treasurer shall serve a two-year term beginning in even numbered years

### Section 4 – Executive Committee

- A. The District Executive Committee shall consist of the elected officers
- B. Each member of the Executive Committee shall have an equal vote in District business

Section 5 – Duties of Officers. The following district duties are in addition to duties outlined in the Chapter bylaws and Reference Manual.

- A. Chair or Co-Chairs
  - a. Preside at district meetings
  - b. Coordinate agenda topics for meetings and projects

- c. Ensure communication and support between Executive Committee, Committee Chairs, and members
  - d. Attend the Chapter's Board of Directors meetings as scheduled
  - e. Prepare reports as requested by the Chapter's Board of Directors
  - f. Coordinate district activities including but not limited to district meetings, continuing education opportunities, and social events
  - g. Coordinate the district website
- B. Vice-Chair
- a. Preside at district meetings in the absence of the Chair or Co-Chairs
  - b. Coordinate paperwork associated with continuing education offerings
  - c. Assist the Chair or Co-Chairs with district business as requested
- C. Secretary
- a. Record the minutes of each district and executive committee meeting
  - b. Submit all requested information regarding meetings to the Chapter office
  - c. Maintain non-financial records of district functions
- D. Treasurer
- a. Maintain financial records for the district
  - b. Coordinate approved reimbursements
  - c. Prepare proposed annual budget as requested by the Chapter office
  - d. Deposit continuing education fees and other money collected by the district

#### Section 6 – Vacancies

- A. If a vacancy occurs in the office of Chair, the Vice Chair will succeed to the office of Chair and fill the unexpired term as Chair.
- B. If a vacancy occurs in the office of Co-Chair, the Executive Committee shall appoint a Co-Chair to fill the unexpired term.

- C. If a vacancy occurs in the offices of Vice Chair, Secretary, or Treasurer, the Executive Committee shall appoint a member to fill the unexpired term.

## **Article VI: District Committees**

The standing committees of the district will be Communications, Governmental Affairs, Membership, Nominating, PTA Affairs, and Student Involvement. Special committees will be created by the Executive Committee as needed.

Committee Chairs are appointed by the Executive Committee and shall serve a two year term. Committee members are appointed by Committee Chairs. Each committee will give a status update at each district meeting.

### Section 1 – Committee Duties

#### A. Communications

- a. Develop and send printed communication to the membership at least twice a year. Printed information will include upcoming meeting schedules and locations.
- b. Communicate with membership regarding upcoming meetings and events.
- c. Send members a reminder at least two weeks in advance of each regularly scheduled district meeting.

#### B. Governmental Affairs

- a. Communicate relevant legislative information to the membership.
- b. Organize district approved Legislative Day events and other events as requested by the Executive Committee.

#### C. Membership

- a. Develop and send welcome information to new members within 60 days of notification from the Chapter office.
- b. Develop new members and work with the Executive Committee in retaining current members.
- c. Provide membership information and applications at district meetings.

#### D. Nominating Committee

- a. Develop a slate of members willing to run for district office, which must be finalized and presented to the Chair or Co-Chairs at least 35 days prior to elections.
- b. Coordinate and carry out the election process. Election results will be communicated to the Executive Committee and newly elected officers as soon as is reasonable after each election. Results will be announced to members at the next district meeting and in the next regular district communication.

#### E. PTA Affairs

- a. Liaison to PTA representative at state level.
- b. Represent PTA interests in the District.
- c. Disseminate information regarding PTA affairs to members.

#### F. Student Involvement

- a. Appoint at least two Student Representatives, to include both PT and PTA students.
- b. Work with Student Representatives in planning annual District social event.
- c. Work with Membership Committee to improve overall student membership.
- d. Increase student involvement within the District.

#### G. Other committees

- a. Other committees may be appointed by the Executive Committee as need arises.
- b. Specific responsibilities of these appointed committees shall be delineated by the Executive committee.

### **Article VII Delegates to the Association's House of Delegates**

The Delegate(s) to the Association's House of Delegates shall be elected by the District membership prior to the Chapter deadline and in compliance with Chapter bylaws. CAD will reimburse travel expenses up to the budgeted amount for the District Delegate.

#### Section 1 – Duties

- A. Serve as a member of the Chapter delegation to the House of Delegates.

- B. Fulfill all duties as required by the Chapter Bylaws.
- C. Lead discussion at appropriate District meetings on issues to be voted on at the upcoming House of Delegates.
- D. Report to the District on actions of the House of Delegates.

### **Article XIII: Delegates to the Texas Assembly**

All district members may serve at the Texas Assembly on a first-come, first-served basis by presenting themselves to the Chief District representative at the Assembly until all delegated CAD seats are filled. The District Chair or designee shall be the Chief District representative.

### **Article IX: Meetings**

The District shall hold a minimum of four meetings annually. All members are invited to attend business and educational meetings of the District. Non-members are welcome to attend educational meetings but will be required to pay for continuing education units to reinforce the benefits of membership.

#### Section 1 – Meetings and Quorum

- A. Those attending meetings will sign the attendance sheet.
- B. The Executive Committee may call a special meeting when necessary. In this case, the meeting time, location, and agenda must be available to the membership at least two weeks in advance.
- C. A quorum shall consist of all members present at a regularly scheduled or special meeting.

### **Article X: Method of Amending**

District bylaws may be amended by a two-thirds vote of those present at any regularly scheduled meeting of the district providing that a 30-day notice of proposed change is made.

#### Section 1 – Notification of proposed bylaw change(s)

- A. Members will be made aware of proposed bylaw change(s) by announcement at the regularly scheduled meeting prior to the meeting when a vote for amendment will be taken, provided the meetings are at least 30 days apart.

- B. The proposed bylaw change(s) will be posted on the District website at least 30 days prior to the vote.
- C. Notification of the proposed bylaw change(s) will be included on the meeting reminder sent to members two weeks prior to the meeting when a vote will be taken. The reminder will include a copy of the proposed bylaw changes.
- D. Once approved by the membership, the bylaws must be submitted to the Chapter office and approved in writing by the Chapter. The District bylaws must be in compliance with the Chapter and Association bylaws.
- E. The current and approved bylaws document will be posted on the District website.

*TPTA Capital Area District Bylaws*

*Adopted March 2016*