

1 **Bylaws of American Council of Academic Physical Therapy**

2 Adopted March 2014

3 Amended October 2015

4 Amended October 2016

5 Amended October 2017

6 Amended October 2018

7 Amended May 2023

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9 **Article I. Name and Relationship to American Physical Therapy Association**

10 The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT,
11 shall be an institutional group of the American Physical Therapy Association, hereinafter
12 referred to as the Association.

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14 **Article II: Purpose**

15 The purposes of ACAPT are:

- 16 A) To develop, implement and assess new and innovative models for curricula, clinical
17 education, teaching/learning, scholarship/research, mentoring, and leadership in physical
18 therapist education;
- 19 B) To provide mechanisms for active and ongoing involvement of physical therapist
20 educators and researchers to promote quality physical therapist education standards at the
21 institutional and national levels;
- 22 C) To promote academic physical therapist education through collaboration with
23 organizations and institutions that represent health professional education; and
- 24 D) To provide resources, mentorship and leadership to those seeking change and
25 improvement in academic programs/departments/schools associated with physical
26 therapist education.

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Article III. Membership

Section 1: Categories and Qualification of Members

ACAPT shall have members in the categories set forth below:

A) Member Institutions

1) Institutions of higher education located in the United States of America with a physical therapist education program that is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) and pays the annual dues to ACAPT shall be Member Institutions of ACAPT.

2) Member Institutions shall be represented by one program director or one full-time core faculty member (as defined by CAPTE) in the program as designated by the program director (hereinafter referred to as the Representative.)

2i) Member Institutions shall identify their Representative each year at the time dues are paid.

2ii) Member Institutions with more than one separately accredited physical therapist education program may have one Representative for each of those accredited physical therapist education programs.

2iii) Each Representative from any Member Institution must be a member in good standing of the Association.

2iv) The Member Institution may change their Representative by written notice at any time to the American Council of Academic Physical Therapy (ACAPT).

B) Individual Members

1) A faculty member or clinical affiliate of a Member Institution who has been confirmed through the Member Institution’s Representative shall be admitted to membership as an Individual Member.

1 Individual Members shall be required to be members of the Association.

2 **Section 2: Rights of Representatives of Member Institutions and Individual Members**

3 A) Representatives of Member Institutions shall have the following rights:

4 1) To attend all ACAPT business meetings

5 2) To speak and debate

6 3) To make, co-sponsor, and second motions

7 4) To vote

8 5) To hold office

9 6) To designate an Individual Member of the Member Institution with authority to act

10 according to the above rights on behalf of the Representative in his or her absence

11 i) Delegation of the authority of the Representative of a Member Institution to an

12 Individual Member from the same institution must be submitted in writing to

13 ACAPT by the Representative of the Member Institution (or, in extenuating

14 circumstances, by an administrative representative of the Member Institution) at

15 least 1 week in advance of exercising a Member Institution's right to

16 representation or hand-carried by the Individual Member into a business meeting

17 and presented to the Secretary prior to the start of the meeting.

18 B) Individual Members shall have the following rights:

19 1) To attend all ACAPT business meetings

20 2) To speak and debate

21 3) To make motions that are co-sponsored by the Member Institution's Representative

22 4) To serve in appointed positions

23 To be elected to a leadership position of a Consortium

24 **Section 3: Application for and Admission to Membership**

- 1 A) Membership Institutions: Payment of ACAPT dues by Member Institutions shall
2 constitute application for and admission to membership.
- 3 B) Individual Membership: A faculty member or clinical affiliate of a Member Institution
4 who has been confirmed through the Member Institution's Representative shall be
5 admitted to membership.

6 **Section 4: Good Standing**

7 Member Institutions or an Individual Member in good standing shall be entitled to all rights
8 and privileges as outlined in these Bylaws.

9 A) Member Institutions are in good standing within the meaning of these Bylaws if they:

- 10 1) Make timely payments of all ACAPT dues
11 2) Maintain accreditation through CAPTE

12 B) Individual Members:

- 13 1) An Individual Member is in good standing within the meaning of these Bylaws if the
14 member is in good standing with the Association and is a faculty member or clinical
15 affiliate confirmed by the Representative of a Member Institution.

16 **Section 5: Disciplinary Action**

17 A) Member Institutions:

- 18 1) A Member Institution whose dues have not been received by forty five (45) calendar
19 days before the Annual Meeting shall be considered to be in arrears and its
20 membership rights shall be suspended. If the dues are not received within fourteen
21 (14) calendar days before the Annual Meeting, the membership shall be automatically
22 revoked and the membership rights of the institution shall terminate.
- 23 2) If a Member Institution no longer has a program accredited by CAPTE then the
24 institution shall cease to be a Member Institution of ACAPT and its membership
25 rights shall terminate. If one of the separately accredited programs of a Member

1 Institution with more than one such program is no longer accredited by CAPTE then
2 the Representative associated with that program shall cease to be a Representative and
3 may not exercise any membership rights on behalf of the Member Institution.

4 B) Individual Members:

- 5 1) Any Individual Member of ACAPT who is suspended or expelled by the Association
6 and/or Member Institution shall automatically have his or her membership rights
7 suspended in ACAPT.

8 **Section 6: Reinstatement**

9 A) Member Institutions

- 10 1) a Member Institution whose membership has been revoked due to nonpayment of
11 dues may be readmitted upon payment of dues.

- 12 2) a Member Institution whose membership has terminated due to loss of accreditation
13 may reapply for admission if “Accreditation” status is reinstated.

14 B) Individual Members

- 15 1) Any former Individual Member of ACAPT who is in good standing in the Member
16 Institution may be reinstated to ACAPT Individual Membership if that person meets
17 the requirements for Individual Membership.

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19 **Article IV. Meetings and Authority of the Representatives**

20 **Section 1: Annual Meeting**

- 21 A) An Annual Meeting of the Member Institutions shall be held for the purpose of
22 conducting ACAPT’s business and other activities in accordance with the purposes of
23 ACAPT. At the Annual Meeting, or at any special meeting, the Representatives, or the
24 Representative’s designee, shall have the power to.

- 25 1) Amend or repeal these Bylaws;

1 2) Enact policies of ACAPT;

2 3) Approve all resolutions and statements of opinion in the name of ACAPT.

3 The Annual Meeting shall be held once per year on a day as determined by the Board of
4 Directors.

5 B) Motions

6 1) Proposed motions shall be submitted to ACAPT's Board of Directors no later than
7 two months prior to the date of the Annual Meeting.

8 2) Motions that do not meet this two-month requirement may be considered at the
9 Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The
10 Board of Directors shall make motions available to the Representatives no later than
11 30 days prior to the date of the Annual Meeting. Last minute motions shall be
12 distributed to all Representatives at the start of a meeting.

13 C) Eligibility to Speak and Vote

14 1) All Representatives, or their designee, and Individual Members may speak; attendees
15 who are not members of the ACAPT must receive permission of the Representatives
16 to speak. Only Representatives, or their designee, may vote.

17 D) Conduct of the Meeting

18 1) Anyone wishing to speak shall rise, address the Chair, wait to be recognized, and give
19 his/her name and institution. If a microphone is available, speakers will be
20 recognized in the order of their lining up at the microphone.

21 2) No one may speak longer than three minutes at one time on any one question, nor
22 more than once until all who wish to speak have been heard.

23 3) Anyone may speak for a third time, on any one question, only with the consent of the
24 Chair or upon a majority vote of the members present and voting.

25 4) A timekeeper shall be appointed by the Chair of the meeting.

- 1 5) In debate members must limit their remarks to the merits of a question.
- 2 6) All questions of order or appeal shall be decided by a majority voice or standing vote
- 3 of Representatives present and voting.
- 4 7) In the event a designated Representative is unable to attend the Annual Meeting, the
- 5 institution may delegate the authority to an Individual Member from the same
- 6 institution in accordance with Article III, Section 2.A.6.i . The alternate must be an
- 7 APTA member within the institution in accordance with Article III, Section 1.A.2 for
- 8 being a Representative established by the ACAPT.
- 9 8) Representatives must register no later than 1 week prior to the Annual Meeting in
- 10 order to establish if a quorum is present. Staff will issue each designated
- 11 Representative the appropriate voting mechanism for the Annual Meeting.

12 **Section 2: Special Meeting(s)**

13 The Board of Directors may call a special meeting of the Representatives of Member

14 Institutions, and the Board of Directors shall call a special meeting upon receipt of written

15 petitions from Representatives representing at least 50% of the Member Institutions.

16 **Section 3: Meeting Notice**

17 Written notification of the time and place of a meeting shall be sent to all Member Institution

18 Representatives at least 30 days before the scheduled meeting.

19 **Section 4: Quorum**

20 A quorum shall consist of Representatives representing 50% of the total number of the

21 Member Institutions in good standing.

22 **Section 5: Minutes**

23 The Board of Directors shall appoint a committee to correct and approve the Annual Meeting

24 minutes. The committee to approve the minutes shall consist of two board members and one

1 member at large. The committee shall be appointed in advance of the annual meeting and
2 complete their work no later than 45 days after the annual meeting.

3 All approved meeting minutes shall be (a) submitted to all Representatives of ACAPT as well
4 as the Association and (b) posted to the ACAPT website within 45 days of the date of the
5 meeting.

6

7 **Article V. Officers, Board of Directors, Executive Committee**

8 **Section 1: Composition**

9 A) The Board of Directors of ACAPT shall consist of the President, Vice-President,
10 Secretary, Treasurer, and five at large Directors.

11 B) The Executive Committee of ACAPT shall consist of the President, Vice-President,
12 Secretary, Treasurer, and one of the at large Directors who shall be selected annually by
13 the at large Directors at the first meeting of the Board of Directors following their
14 installation as officers.

15 **Section 2: Qualifications**

16 Only the Representatives of Member Institutions are eligible to serve on the Board of
17 Directors.

18 **Section 3: Officers**

19 The Officers of ACAPT shall consist of the President, Vice-President, Secretary, and
20 Treasurer.

21 A) President

22 1) The President shall preside at all meetings of the Board of Directors and Executive
23 Committee.

24 2) The President, or a person designated by the President, shall be the spokesperson for
25 ACAPT.

1 3) The President shall submit to ACAPT members an annual written report of the
2 activities of ACAPT at the Annual Meeting.

3 B) Vice-President

4 1) The Vice President shall preside at all meetings of the Representatives of Member
5 Institutions.

6 2) The Vice-President shall assume the duties of the President if the President is absent
7 or incapacitated.

8 3) In the event of a vacancy in the office of the President, the Vice-President shall
9 succeed to the Presidency for the unexpired remainder of the term and the office of
10 Vice-President shall be declared vacant.

11 C) Secretary

12 1) The Secretary shall be responsible for keeping and distributing the minutes of all
13 meetings of the Representatives, the Executive Committee, and the Board of
14 Directors.

15 2) The Secretary shall be responsible for all notices to members of ACAPT.

16 3) The Secretary shall maintain records of all official actions of the Representatives, the
17 Board of Directors, and the Executive Committee.

18 D) Treasurer

19 1) The Treasurer shall be responsible for presenting the annual budget to the Board of
20 Directors, maintaining complete and accurate financial records, and providing a
21 written financial report at the Annual Meeting of ACAPT.

22 2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.

23 3) The Treasurer shall provide for an audit of the financial records of ACAPT at least
24 annually.

25 4) The Treasurer shall provide required financial reports to the Association.

1 5) The Treasurer shall provide financial reports to the Board of Directors at least
2 quarterly or upon request by the Board.

3 6) The Treasurer shall keep accurate records of all receipts and disbursements related to
4 the workings of ACAPT.

5 **Section 4: Tenure**

6 A) Members of the Board of Directors shall assume office at the close of business at the
7 Annual Meeting of the Member Institutions in the year in which they are elected.

8 B) The term of office of each member of the Board of Directors shall be for three years or
9 until a successor is elected and takes office.

10 C) No person shall serve more than two complete consecutive terms on the Board of
11 Directors or more than 2 complete consecutive terms in the same office. A member who
12 has completed their terms of office is eligible to run again after taking off at least one
13 election cycle.

14 D) A complete term for a member of the Board of Directors shall be defined as 3 years.

15 E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of
16 Directors within the first year of a 3-year term and at least two months before the Annual
17 Meeting, the Nominating Committee shall select a candidate(s) for election at the next
18 Annual Meeting, and the person elected at that Meeting shall serve the remainder of the
19 term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by
20 appointing a person to serve for the remainder of the term. When less than one half a term
21 remains, the appointed individual shall be eligible to be elected to two additional terms.

22 **Section 5: Duties**

23 A) The Board of Directors shall:

- 1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board of Directors may make and enforce such policy on behalf of ACAPT as is not inconsistent with the mandates and policies determined by ACAPT.
- 2) Foster the growth and development of ACAPT.
- 3) Direct all business and financial affairs of ACAPT, including approving an annual budget.
- 4) Be responsible for creation, appointment, purposes and activities of such committees as it deems necessary.
- 5) Be responsible for the creation of and facilitation of activities of consortia as it deems necessary.
- 6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 7) Be responsible for development and maintenance of procedural documents related to these Bylaws.
- 8) Review and revise existing ACAPT policies, and the Bylaws, for consistency of intent and language with such policies as may be adopted from time to time by ACAPT.

B) Executive Committee

The Executive Committee may act in lieu of the Board of Directors between meetings of the Board of Directors, and shall report its actions at the next meeting of the Board.

Section 6: Conduct of Business

A) Board of Directors

The Board of Directors shall meet not less than twice a year. A majority of the members of the Board shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of a majority of the members of the Board.

B) Executive Committee

1 The Executive Committee shall meet not less than twice a year and shall exercise the
2 power of the Board of Directors between its meetings. A majority of the Executive
3 Committee members shall constitute a quorum.

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5 **Article VI. Committees**

6 The following will be Standing Committees of ACAPT:

7 **Section 1: Finance Committee**

8 A) The Finance Committee shall consist of the Treasurer and at least two other members
9 appointed by the ACAPT Board of Directors. The members appointed by the ACAPT
10 Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is
11 not elected, the Board of Directors shall appoint at least one member.

12 B) The Finance Committee shall advise the Board of Directors on matters pertaining to
13 ACAPT's financial needs, growth, and stability based on periodic review of income,
14 expenditures, and investments.

15 C) The Finance Committee shall present an annual budget to the Board of Directors.

16 D) The Finance Committee shall be the point of contact and meet at least annually with
17 ACAPT's independent auditors to discuss the annual audit. The Finance Committee shall
18 advise the Board of Directors of any irregularities or material findings that arise from the
19 independent audit or other sources.

20 **Section 2: Nominating Committee**

21 A) The Nominating Committee, elected by the Representatives, shall consist of three
22 Representatives of Member Institutions.

23 B) Members shall serve a three year term or until their successors are elected. The term of
24 one member shall expire each year. No member shall be elected to successive complete
25 terms.

- 1 C) Members of the Nominating Committee shall assume office at the Annual Meeting of the
2 Representatives of the Member Institutions in the year in which they are elected.
- 3 D) The Chair shall be elected annually by the Nominating Committee.
- 4 E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of
5 Directors until the next Annual Meeting of ACAPT, when an election will be held to fill
6 the unexpired portion of the term.
- 7 F) The Nominating Committee shall, in addition to the duties otherwise directed by the
8 Board of Directors or Member Institutions:
- 9 1) Provide a slate of candidates for each position from those consenting to serve. This
10 slate of candidates shall be published and made available to Representatives as soon
11 as available, but no later than two months before the Annual Meeting.
- 12 2) Foster activities that maintain and promote a pool of qualified nominees.

13 **Section 3: Reference Committee**

- 14 A) The Reference Committee shall consist of three Representatives appointed by the Board
15 of Directors, and the Vice-President, who shall serve as an *ex officio* member of the
16 Reference Committee.
- 17 B) Each member other than the Vice-President shall serve a three year term with at least one
18 new member appointed no later than November 1 of each year.

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20 **Article VII: Elections and Voting**

21 The Representatives shall elect the members of the Board of Directors and a member of the
22 Nominating Committee. Elections shall be conducted online or in such other manner as the
23 Board of Directors may provide. Elections shall be conducted each year in advance of the
24 Annual Meeting, at such time as the Board of Directors may provide.

1 On petition of at least 5 Member Institutions, a qualified consenting member shall be placed
2 in nomination for a position as an officer, director, or as a member of the Nominating
3 Committee to serve as a nomination by petition. Such a petition must be filed with the
4 Secretary no later than 14 days after the list of candidates prepared by the Nominating
5 Committee has been distributed to members. A candidate nominated by petition shall be
6 afforded similar opportunities for publication of candidacy to the membership as those
7 afforded a candidate nominated by the Nominating Committee.

8

9 **Article VIII: Finance**

10 **Section 1: Fiscal Year**

11 The fiscal year of ACAPT shall be January 1 through December 31.

12 **Section 2: Expenditures**

13 A) Individuals and committees

14 1) No officer, director, employee, committee member, or committee shall expend any
15 funds not established in the adopted budget, nor expend any money in excess of the
16 adopted budget, unless expressly authorized by the Board of Directors.

17 C) Board of Directors and Executive Committee

18 1) Neither the Board of Directors nor the Executive Committee shall commit ACAPT to
19 any financial obligations in excess of its current financial resources.

20 **Section 3: Dues. Membership dues shall be as follows:**

21 A) Member Institutions

22 1) Annual dues for each separately accredited program shall be established by the
23 ACAPT Board of Directors.

24 B) Pro-rated

1 1) Institutions of higher education located in the United States of America with a
2 physical therapist education program that obtain initial accreditation from CAPTE in
3 the Fall may pay half of the established Annual dues January 1 - June 30 following
4 their initial accreditation.

5 C) Individual Members

6 1) Individual Members shall not pay dues.

7 D) Dues Changes

8 1) All dues changes must be approved by the Board of Directors

9 E) Assessments

10 1) ACAPT may impose assessments on Member Institutions to preserve the solvency of
11 ACAPT.

12 **Section 4: Audits and Financial Reports**

13 ACAPT shall submit its annual audits, financial statements, and tax returns to the Association
14 as directed by the Association.

15

16 **Article IX. Consortia**

17 A) The Member Institutions may establish consortia following these procedures:

18 1) At least 5 Representatives of Member Institutions shall complete the “Application to
19 Form a Consortium” and submit it to the ACAPT. See ACAPT Procedures for the
20 Establishment and Operations of a Consortium.

21 2) ACAPT’s Executive Committee shall review the Application and will either approve
22 it for consideration by the full ACAPT Board, ask for further clarification and then
23 submit it to the full ACAPT Board for consideration, or deny the formation of the
24 Consortium.

1 3) Applications approved by ACAPT’S Executive Committee shall be considered by the
2 ACAPT Board at its next meeting for approval or rejection.

3 4) Applications that have been denied by ACAPT’s Executive Committee may be
4 appealed to the ACAPT Board by five or more Institutional Member representatives
5 who submitted the Application.

6 B) Consortia are comprised of Individual Members. Any additional criteria for membership
7 shall be set out in the Procedures for the Establishment and Operations of a Consortium.

8 C) The role of the consortium is to provide a forum for Individual Members of Member
9 Institutions of the physical therapist education community to gather and disseminate
10 information relative to a specific area of shared interest and to have a line of
11 communication within the ACAPT, particularly with the Board of Directors.

12 D) A consortium does not hold voting privileges within the ACAPT. Consortia shall operate
13 under procedures, and any amendments thereto, which have been approved by the
14 ACAPT Board.

15 E) Dissolution of a Consortium

16 The Board may dissolve a Consortium for cause by a vote of 2/3 of the members of the
17 Board. In the event that a Consortium is dissolved, all property, records, and residual
18 funds, after payment of bona fide debts, shall be transferred to the ACAPT.

19
20 **Article X. Dissolution**

21 A) The Member Institutions, through their Representatives, shall be entitled to vote on any
22 proposal to dissolve ACAPT, which may be dissolved in accordance with § 13.1-902 of
23 the Virginia Nonstock Corporation Act.

24 B) All property and records of whatsoever nature in the possession of ACAPT shall be
25 distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation

1 Act, and thereafter after payment of all bona fide debts, the remaining property and
2 records shall be turned over to the Association.

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4 **Article XI. Parliamentary Authority**

5 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern
6 ACAPT in all cases to which such rules are applicable and in which such rules are consistent
7 with these Bylaws and any special rules of order adopted by ACAPT.

8

9 **Article XII. Amendments**

10 A) The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a
11 quorum present by two-thirds of those present and voting.

12 B) Notification of a proposed amendment shall be given to the Member Institutions at least
13 30 days prior to the Annual Meeting.

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15 **Article XIII. Association as Higher Authority**

16 In addition to these Bylaws, ACAPT is governed by the Association's Bylaws and standing
17 rules, and by the Association's House of Delegates and Board of Director policies.

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