



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Proposal to Amend Bylaws, 2024

Proposal #	Title	Article	Section	Proposed by
2401	Individual Memberships	III	1.B.	ACAPT Board of Directors, presented by Kimberly Varnado, President

<u>Current Language:</u> <i>Article III, Section 1.B:</i> 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. Individual Members shall be required to be members of the Association.	<u>Proposed Changes:</u> <i>Article III, Section 1.B:</i> 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. Individual Members shall be required to be members of the Association.	<u>If Adopted:</u> none	<u>Rationale/Financial Impact:</u> Academic faculty are the beneficiaries of their institution's membership as are the clinical education faculty affiliated with that institution. They should therefore not be identified separately as "individual members". The revisions proposed continue to reflect their participation in the same spirit as currently written in the bylaws. These revisions simply clarify that they are not a separate category of membership. There is no financial impact for this change.
<u>Conforming amendments:</u> If the above amendment is adopted, the following amendments will be automatically adopted to conform to that decision.			



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<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>	
<u>Article III, Section 1.A.2:</u> 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.)	<u>Article III, Section 1.A.2:</u> Member Institutions shall be represented by one program director or one full-time academic core faculty member (as defined by CAPTE) in the program as designated by the program director (hereinafter referred to as the Representative.)	<u>Article III, Section 1.A.2:</u> Member Institutions shall be represented by one full-time core academic faculty member (as defined by CAPTE) in the program as designated by the program director (hereinafter referred to as the Representative.)	<i>The program director is a full-time core faculty member so there is no reason to call separate attention to this title.</i> <i>There is no financial impact for this change.</i>
<u>Article III, Section 1.A.3:</u> NEW	<u>Article III, Section 1.A.3:</u> <u>3. Academic and clinical education faculty of a Member Institution shall have access to ACAPT resources as determined by the Board.</u>	<u>Article III, Section 1.A.3:</u> 3. Academic and clinical education faculty of a Member Institution shall have access to ACAPT resources as determined by the Board.	<i>This was necessary to clarify that academic faculty are the beneficiaries of their institution's membership as are the clinical education faculty affiliated with that institution.</i> <i>There is no financial impact for this change.</i>
<u>Article III, Section 2 (header)</u> Rights of Representatives of Member Institutions and Individual Members	<u>Article III, Section 2 (header)</u> Rights of Representatives of Member Institutions and Individual Members	<u>Article III, Section 2 (header)</u> Rights of Representatives of Member Institutions	<i>The language within this Section outlines the rights of the Representatives as well as those of the academic faculty of the Member Institution and the clinical education faculty affiliated with that institution.</i> <i>There is no financial impact for this change.</i>



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<p><u>Article III, Section 2.A.6:</u> 6. To designate an Individual Member of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence i) Delegation of the authority of the Representative of a Member Institution to an Individual Member from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to representation or hand-carried by the Individual Member into a business meeting and presented to the Secretary prior to the start of the meeting.</p>	<p><u>Article III, Section 2.A.6:</u> 6. To designate an Individual Member individual from the academic faculty of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence i) Delegation of the authority of the Representative of a Member Institution to an Individual Member individual from the academic faculty from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to representation or hand-carried by the Individual Member individual from academic faculty into a business meeting and presented to the Secretary prior to the start of the meeting.</p>	<p><u>Article III, Section 2.A.6:</u> 6. To designate an individual from the academic faculty of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence i) Delegation of the authority of the Representative of a Member Institution to an individual from the academic faculty from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to representation or hand-carried by the individual from academic faculty into a business meeting and presented to the Secretary prior to the start of the meeting.</p>	<p><i>This removes the suggestion of a separate category of membership while clarifying the faculty of a Member Institution have rights and privileges and may be delegated as an alternate by the Representative of the Member Institution.</i></p> <p><i>There is no financial impact for this change.</i></p>
<p><u>Article III Section 2.B.</u> Individual Members shall have the following rights: 1) To attend all ACAPT business meetings 2) To speak and debate 3) To make motions that are co-sponsored by the Member Institution's Representative 4) To serve in appointed positions</p>	<p><u>Article III Section 2.B.</u> Individual Members Academic and clinical education faculty from Member Institutions shall have the following rights: 1) To attend all ACAPT business meetings 2) To speak and debate</p>	<p><u>Article III Section 2.B.</u> Academic and clinical education faculty from Member Institutions shall have the following rights: 1) To attend all ACAPT business meetings 2) To speak and debate 3) To make motions that are co-sponsored by the Member Institution's Representative</p>	<p><i>This removes the suggestion of a separate category of membership while clarifying the academic faculty of a Member Institution and the clinical education faculty affiliated with that same institution have rights and privileges.</i></p> <p><i>There is no financial impact for this change.</i></p>



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To be elected to a leadership position of a Consortium	3) To make motions that are co-sponsored by the Member Institution's Representative 4) To serve in appointed positions To be elected to a leadership position of a Consortium	4) To serve in appointed positions	
<u>Article III, Section 3.B.</u> B. Individual Members 1. Any former Individual Member of ACAPT who is in good standing in the Member Institution may be reinstated to ACAPT Individual Membership if that person meets the requirements for Individual Membership.	<u>Article III, Section 3.B.</u> B. Individual Members 1. Any former Individual Member of ACAPT who is in good standing in the Member Institution may be reinstated to ACAPT Individual Membership if that person meets the requirements for Individual Membership.	None	<i>Removing the suggestion of a separate category of membership for individuals.</i> <i>There is no financial impact for this change.</i>
<u>Article III, Section 4.:</u> Member Institutions or an Individual Member in good standing shall be entitled to all rights and privileges as outlined in these Bylaws.	<u>Article III, Section 4.:</u> Member Institutions or an Individual Member in good standing shall be entitled to all rights and privileges as outlined in these Bylaws.	<u>Article III, Section 4.:</u> Member Institutions in good standing shall be entitled to all rights and privileges as outlined in these Bylaws.	<i>This removes the suggestion of a separate category of membership while clarifying the faculty or clinical affiliate of a member institution have rights and privileges.</i> <i>There is no financial impact for this change.</i>
<u>Article III, Section 4.B.:</u> Individual Members 1) An Individual Member is in good standing within the meaning of these Bylaws if the member is in good standing with the Association and is a faculty member or clinical affiliate	<u>Article III, Section 4.B.:</u> Individual Members 1) An Individual Member is in good standing within the meaning of these Bylaws if the member is in good standing with the Association and is a faculty member or clinical affiliate confirmed by	None	<i>Removing the suggestion of a separate category of membership for individuals.</i> <i>There is no financial impact for this change.</i>



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confirmed by the Representative of a Member Institution.	the Representative of a Member Institution.		
<u>Article III, Section 5.B:</u> B) Individual Members: 1) Any Individual Member of ACAPT who is suspended or expelled by the Association and/or Member Institution shall automatically have his or her membership rights suspended in ACAPT.	<u>Article III, Section 5.B:</u> B) Individual Members: 1) 3) Any Individual Member of ACAPT who is Academic or clinical education faculty of a Member Institution who are suspended or expelled by the Association and/or Member Institution shall automatically have their institutional his or her membership rights suspended. in ACAPT.	<u>Article III, Section 5.B:</u> 3) Academic or clinical education faculty of a Member Institution who are suspended or expelled by the Association and/or Member Institution shall automatically have their institutional membership rights suspended.	<i>Removing the suggestion of a separate category of membership for individuals.</i> <i>There is no financial impact for this change.</i>
<u>Article III, Section 6.B:</u> A. Member Institutions 1) a Member Institution whose membership has been revoked due to nonpayment of dues may be readmitted upon payment of dues. 2) a Member Institution whose membership has terminated due to loss of accreditation may reapply for admission if "Accreditation" status is reinstated. B. Individual Members 1) Any former Individual Member of ACAPT who is in good standing in the Member Institution may be reinstated to ACAPT Individual Membership if that person meets the requirements for Individual Membership.	<u>Article III, Section 6.B:</u> A. Member Institutions 1) a Member Institution whose membership has been revoked due to nonpayment of dues may be readmitted upon payment of dues. 2) a Member Institution whose membership has terminated due to loss of accreditation may reapply for admission if "Accreditation" status is reinstated. B. Individual Members 3) Any former Academic or clinical education faculty of a Member Institution who are is in good standing with in the Member Institution may be reinstated to ACAPT Individual Membership if that person meets the requirements for Individual Membership.	<u>Article III, Section 6:</u> 3) Academic or clinical education faculty of a Member Institution who are in good standing with the Member Institution may be reinstated to ACAPT.	<i>Removing the suggestion of a separate category of membership for individuals.</i> <i>There is no financial impact for this change.</i>



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<p><u>Article IV, Section 1.C.1:</u> All Representatives, or their designee, and Individual Members may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only Representatives, or their designee, may vote.</p>	<p><u>Article IV, Section 1.C.1:</u> All Representatives, or their designee, and Individual Members academic faculty may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only Representatives, or their designee, may vote.</p>	<p><u>Article IV, Section 1.C.1:</u> All Representatives, or their designee, and academic faculty may speak; attendees who are not members of the ACAPT must receive permission of the Representatives to speak. Only Representatives, or their designee, may vote.</p>	<p><i>This removes the suggestion of a separate category of membership while clarifying the faculty of a Member Institution have certain rights and privileges.</i></p> <p><i>There is no financial impact for this change.</i></p>
<p><u>Article VI, Section 1.A:</u> The Finance Committee shall consist of the Treasurer and at least two other members appointed by the ACAPT Board of Directors. The members appointed by the ACAPT Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is not elected, the Board of Directors shall appoint at least one member.</p>	<p><u>Article VI, Section 1.A:</u> The Finance Committee shall consist of the Treasurer and at least two other members individuals who are academic or clinical education faculty of a Member Institution appointed by the ACAPT Board of Directors. The members Those appointed by the ACAPT Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is not elected, the Board of Directors shall appoint at least one member.</p>	<p><u>Article VI, Section 1.A:</u> The Finance Committee shall consist of the Treasurer and at least two other individuals who are academic or clinical education faculty of a Member Institution appointed by the ACAPT Board of Directors. Those appointed by the ACAPT Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is not elected, the Board of Directors shall appoint at least one member.</p>	<p><i>Removing the suggestion of a separate category of membership for individuals.</i></p> <p><i>There is no financial impact for this change.</i></p>
<p><u>Article VI, Section 2.A.:</u> The Nominating Committee, elected by the Representatives, shall consist of three Representatives of Member Institutions.</p>	<p><u>Article VI, Section 2.A.:</u> The Nominating Committee, elected by the Representatives, shall consist of three Representatives individuals who are academic faculty of Member Institutions.</p>	<p><u>Article VI, Section 2.A.:</u> The Nominating Committee, elected by the Representatives, shall consist of three individuals who are academic faculty of Member Institutions.</p>	<p><i>This revision opens up the pool of eligibility so it is not limited to only those who are the designated representative. The Nominating Committee will need to ensure that the slate of candidates for this elected position is only one per institution.</i></p>



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			<i>There is no financial impact for this change.</i>
<u>Article VI, Section 3.A.:</u> The Reference Committee shall consist of three Representatives appointed by the Board of Directors, and the Vice-President, who shall serve as an ex officio member of the Reference Committee.	<u>Article VI, Section 3.A.:</u> The Reference Committee shall consist of three Representatives individuals who are academic or clinical education faculty of a Member Institution appointed by the Board of Directors, and the Vice-President, who shall serve as an ex officio member of the Reference Committee.	<u>Article VI, Section 3.A.:</u> The Reference Committee shall consist of three individuals who are academic or clinical education faculty of a Member Institution appointed by the Board of Directors, and the Vice-President, who shall serve as an ex officio member of the Reference Committee.	<i>This revision opens up the pool of eligibility so it is not limited to only those who are the designated representative.</i> <i>There is no financial impact for this change.</i>
<u>Article VIII, Section 3.C.:</u> Individual Members 1) Individual Members shall not pay dues.	<u>Article VIII, Section 3.C.:</u> Individual Members 1) Individual Members shall not pay dues.	None	<i>Removing the suggestion of a separate category of membership for individuals.</i> <i>There is no financial impact for this change.</i>



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Proposal #	Title	Article	Section	Proposed by
2402	Institutes	IX		ACAPT Board of Directors, presented by Kimberly Varnado, President

Strike entire Article IX (Consortia) and insert the following:

Article IX, Institutes

Section 1. Definition

There shall be four institutes:

- **Academic Advancement**
- **Teaching & Learning**
- **Scholarly Inquiry**
- **Community Engagement**

Each institute shall have a chair and vice chair elected by the Representatives to coordinate its activities. The chair and vice chair shall be an academic or clinical education faculty in good standing of a Member Institution. The term shall be for one year and shall commence at the close of the Annual Meeting of the Representatives of the Member Institutions in the year in which elected. Following completion of a term as vice chair, the vice chair shall automatically assume the position of chair. No member shall be elected to successive complete terms.

Proviso: The inaugural Chair will serve a term of two years and the inaugural Vice Chair will serve a total of three years, two (2) as Vice Chair and (one) as Chair. Successive elections shall be only for the Vice Chair position.

A. The Institute of Academic Advancement shall support and promote institutional characteristics that reflect an intentional pursuit of excellence. This Institute will encourage institutional programmatic and clinical development; foster leadership excellence; advance diversity, equity, and inclusion; and facilitate programmatic innovation.

Rationale/financial impact:

ACAPT's institutes have an elected chair and vice chair, so they need to be reflected in the bylaws. ACAPT's consortia sunset in 2022.

The proviso sets forth the conditions under which the Institutes get started. Once the first three years have been completed, this proviso is administratively deleted without needing an amendment.

The Institutes will have an annual budget approved by the Board of Directors to support their work, aimed at operationalizing ACAPT's framework for excellence.



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- B. The Institute of Teaching & Learning shall support and promote curricular attributes that ensure outcomes of educational excellence. This Institute will help to encourage institutional educational excellence; facilitate excellence in clinical education; foster curricular innovation; advance educational technology; and integrate professional formation.**
- C. The Institute of Scholarly Inquiry shall cultivate a culture of scholarship and research and ongoing assessment of outcomes in academic programs. This Institute will support scientific research to grow the profession; encourage implementation of discoveries into practice and education; develop best practices for scientific, educational, and community-based research; cultivate research leadership and bolster educational preparation through research outcomes.**
- D. The Institute of Community Engagement shall support and promote community and stakeholder engagement in the shared pursuit of excellence. This Institute will promote educational and clinical partnerships; engage in societal health and wellness; and enhance engagement across healthcare disciplines.**

Section 2. Vacancies.

Vacancies in the position of chair or vice chair shall be filled by appointment by the Board of Directors to fill the unexpired portion of the term.



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Proposal #	Title	Article	Section	Proposed by
2403	Housekeeping (Editorial or non-substantive changes)	SEE BELOW	SEE BELOW	ACAPT Board of Directors, presented by Kimberly Varnado, President

<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>	<u>Rationale/Financial Impact:</u>
<p><u>Article IV, Section 1.D.:</u> Conduct of the Meeting</p> <p>1) Anyone wishing to speak shall rise, address the Chair, wait to be recognized, and give his/her name and institution. If a microphone is available, speakers will be recognized in the order of their lining up at the microphone.</p> <p>2) No one may speak longer than three minutes at one time on any one question, nor more than once until all who wish to speak have been heard.</p> <p>3) Anyone may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.</p> <p>4) A timekeeper shall be appointed by the Chair of the meeting.</p> <p>5) In debate members must limit their remarks to the merits of a question.</p>	<p><u>Article IV, Section 1.D.:</u> Conduct of the Meeting</p> <p>1) Anyone wishing to speak shall rise, address the Chair, wait to be recognized, and give his/her name and institution. If a microphone is available, speakers will be recognized in the order of their lining up at the microphone.</p> <p>2) No one may speak longer than three minutes at one time on any one question, nor more than once until all who wish to speak have been heard.</p> <p>3) Anyone may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.</p> <p>4) A timekeeper shall be appointed by the Chair of the meeting.</p> <p>5) In debate members must limit their remarks to the merits of a question.</p> <p>6) All questions of order or appeal shall be decided by a majority voice or</p>	<p><i>Text will be placed in the meeting rules to be adopted at the meeting.</i></p>	<p><i>The Conduct of the Meeting are rules that are not necessary to appear in bylaws. We will move these to the agenda of any business meeting for adoption by the membership at the start of that meeting.</i></p> <p><i>There is no financial impact for this change.</i></p>



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<p>6) All questions of order or appeal shall be decided by a majority voice or standing vote of Representatives present and voting.</p> <p>7) In the event a designated Representative is unable to attend the Annual Meeting, the institution may delegate the authority to an Individual Member from the same institution in accordance with Article III, Section 2.A.6.i. The alternate must be an APTA member within the institution in accordance with Article III, Section 1.A.2 for being a Representative established by the ACAPT.</p> <p>8) Representatives must register no later than 1 week prior to the Annual Meeting in order to establish if a quorum is present. Staff will issue each designated Representative the appropriate voting mechanism for the Annual Meeting.</p>	<p>standing vote of Representatives present and voting.</p> <p>7) In the event a designated Representative is unable to attend the Annual Meeting, the institution may delegate the authority to an Individual Member from the same institution in accordance with Article III, Section 2.A.6.i. The alternate must be an APTA member within the institution in accordance with Article III, Section 1.A.2 for being a Representative established by the ACAPT.</p> <p>8) Representatives must register no later than 1 week prior to the Annual Meeting in order to establish if a quorum is present. Staff will issue each designated Representative the appropriate voting mechanism for the Annual Meeting.</p>		
<p><u>Article V, Section 2:</u> Section 2: Qualifications Only the Representatives of Member Institutions are eligible to serve on the Board of Directors.</p>	<p><u>Article V, Section 2:</u> Section 2: Qualifications Eligibility Only the Representatives of Member Institutions are eligible to serve on the Board of Directors.</p>	<p><u>Article V, Section 2:</u> Section 2: Eligibility Only the Representatives of Member Institutions are eligible to serve on the Board of Directors.</p>	<p><i>Eligibility is a more appropriate term and reflects the description that follows it.</i></p> <p><i>There is no financial impact for this change.</i></p>



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<u>Article V, Section 5.A.5:</u> Be responsible for the creation of and facilitation of activities of consortia as it deems necessary.	<u>Article V, Section 5.A.5:</u> Be responsible for the creation of and facilitation of activities of consortia as it deems necessary.	<u>Article V, Section 5.A.5:</u> <i>Remove and renumber</i>	<i>Consortia have been sunset and are no longer part of the operations of ACAPT.</i> <i>There is no financial impact for this change.</i>
<u>Article VI, Section 2.B.:</u> Members shall serve a three year term or until their successors are elected. The term of one member shall expire each year. No member shall be elected to successive complete terms.	<u>Article VI, Section 2.B.:</u> Members of the Nominating Committee shall serve a three year term or until their successors are elected. The term of one member shall expire each year. No member shall be elected to successive complete terms.	<u>Article VI, Section 2.B.:</u> Members of the Nominating Committee shall serve a three year term or until their successors are elected. The term of one member shall expire each year. No member shall be elected to successive complete terms.	<i>Clarifying language.</i> <i>There is no financial impact for this change.</i>
<u>Article VI, Section 3.B.:</u> Each member other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.	<u>Article VI, Section 3.B.:</u> Each member Members of the Reference Committee other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.	<u>Article VI, Section 3.B.:</u> Members of the Reference Committee other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.	<i>Clarifying language.</i> <i>There is no financial impact for this change.</i>
<u>Article VIII, Section 3.D.:</u> D. Dues Changes 1. All dues changes must be approved by the Board of Directors.	<u>Article VIII, Section 3.D.:</u> D. Dues Changes 1. All dues changes must be approved by the Board of Directors.	<i>Delete and renumber accordingly</i>	<i>The bylaws already say dues are established by the board. This is superfluous.</i> <i>There is no financial impact for this change</i>



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<p><u>Article XI</u> The rules contained in the current edition of <i>Robert's Rules of Order Newly Revised</i> govern ACAPT in all cases to which such rules are applicable and in which such rules are consistent with these Bylaws and any special rules of order adopted by ACAPT.</p>	<p><u>Article XI</u> The rules contained in the current twelfth edition of <i>Robert's Rules of Order Newly Revised</i> govern ACAPT in all cases to which such rules are applicable and in which such rules are consistent with these Bylaws and any special rules of order adopted by ACAPT.</p>	<p><u>Article XI</u> The rules contained in the twelfth edition of <i>Robert's Rules of Order Newly Revised</i> govern ACAPT in all cases to which such rules are applicable and in which such rules are consistent with these Bylaws and any special rules of order adopted by ACAPT.</p>	<p><i>Roberts Rules of Order changes every 10 years. To ensure proper reflection on the most recent edition, this has been updated.</i></p> <p><i>There is no financial impact for this change.</i></p>
<p><u>Article XII., Section A & B:</u> A. The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a quorum present by two-thirds of those present and voting. B. Notification of a proposed amendment shall be given to the Member Institutions at least 30 days prior to the annual meeting.</p>	<p><u>Article XII., Section A & B:</u> A. The Bylaws may be amended at any Annual Meeting business meeting of ACAPT at which there is a quorum present by two-thirds of those present and voting. B. Notification of a proposed amendment shall be given to the Member Institutions at least 30 days prior to the Annual Meeting business meeting.</p>	<p><u>Article XII., Section A & B:</u> A. The Bylaws may be amended at any business meeting of ACAPT at which there is a quorum present by two-thirds of those present and voting. B. Notification of a proposed amendment shall be given to the Member Institutions at least 30 days prior to the business meeting.</p>	<p><i>Business meetings are any at which faculty and clinical affiliates of ACAPT member institutions have rights. The Annual Meeting is only one such occasion.</i></p> <p><i>There is no financial impact for this change.</i></p>

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

8
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.

13
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.

28

29 **Article III. Membership**

30 **Section 1: Categories and Qualification of Members**

31 ACAPT shall have members in the categories set forth below:

32 **A) Member Institutions**

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

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

40 2i) Member Institutions shall identify their Representative each year at the time dues
41 are paid.

42 2ii) Member Institutions with more than one separately accredited physical therapist
43 education program may have one Representative for each of those accredited
44 physical therapist education programs.

45 2iii) Each Representative from any Member Institution must be a member in good
46 standing of the Association.

47 2iv) The Member Institution may change their Representative by written notice at
48 any time to the American Council of Academic Physical Therapy (ACAPT).

49 3) Academic and clinical education faculty of a Member Institution shall have access to
50 ACAPT resources as determined by the Board.

51 ~~2iv)~~ —

52 ~~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.~~

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

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

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

- 1) To attend all ACAPT business meetings
- 2) To speak and debate
- 3) To make, co-sponsor, and second motions
- 4) To vote
- 5) To hold office
- 6) To designate ~~an Individual Member~~ an individual from the academic faculty of the Member Institution with authority to act according to the above rights on behalf of the Representative in his or her absence
 - i) Delegation of the authority of the Representative of a Member Institution to an individual from the academic faculty ~~Individual Member~~ from the same institution must be submitted in writing to ACAPT by the Representative of the Member Institution (or, in extenuating circumstances, by an administrative representative of the Member Institution) at least 1 week in advance of exercising a Member Institution's right to representation or hand-carried by the individual from academic faculty ~~Individual Member~~ into a business meeting and presented to the Secretary prior to the start of the meeting.

B) ~~Individual Members~~ Academic and clinical education faculty from Member Institutions shall have the following rights:

- 1) To attend all ACAPT business meetings

2) To speak and debate

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

4) To serve in appointed positions

~~compTo be elected to a leadership position of a Consortium~~

Section 3: Application for and Admission to Membership

A) Membership Institutions: Payment of ACAPT dues by Member Institutions shall constitute application for and admission to membership.

~~B) Individual Membership: 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.~~

Section 4: Good Standing

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

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

1) Make timely payments of all ACAPT dues

2) Maintain accreditation through CAPTE

~~B) Individual Members:~~

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

Section 5: Disciplinary Action

A) Member Institutions:

1) A Member Institution whose dues have not been received by forty five (45) calendar days before the Annual Meeting shall be considered to be in arrears and its membership rights shall be suspended. If the dues are not received within fourteen

(14) calendar days before the Annual Meeting, the membership shall be automatically revoked and the membership rights of the institution shall terminate.

- 2) If a Member Institution no longer has a program accredited by CAPTE then the institution shall cease to be a Member Institution of ACAPT and its membership rights shall terminate. If one of the separately accredited programs of a Member Institution with more than one such program is no longer accredited by CAPTE then the Representative associated with that program shall cease to be a Representative and may not exercise any membership rights on behalf of the Member Institution.

B) ~~Individual Members:~~

- 1) ~~Academic or clinical education faculty of a Member Institution~~ ~~Any Individual Member of ACAPT~~ who ~~is~~ are suspended or expelled by the Association and/or Member Institution shall automatically have ~~his or her~~ their membership rights suspended in ACAPT.

Section 6: Reinstatement

~~A) Member Institutions~~

- 1) a Member Institution whose membership has been revoked due to nonpayment of dues may be readmitted upon payment of dues.
- 2) a Member Institution whose membership has terminated due to loss of accreditation may reapply for admission if “Accreditation” status is reinstated.

~~B) Individual Members~~

- ~~1)3)~~ Any former Academic or clinical education faculty of a Member Institution ~~Individual Member of ACAPT~~ who ~~is~~ are in good standing ~~in~~ with the Member Institution may be reinstated to ACAPT ~~Individual Membership if that person meets the requirements for Individual Membership.~~

Article IV. Meetings and Authority of the Representatives

Section 1: Annual Meeting

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

- 1) Amend or repeal these Bylaws;
- 2) Enact policies of ACAPT;
- 3) Approve all resolutions and statements of opinion in the name of ACAPT.

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

B) Motions

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

C) Eligibility to Speak and Vote

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

~~**D) Conduct of the Meeting**~~

- ~~1) Anyone wishing to speak shall rise, address the Chair, wait to be recognized, and give his/her name and institution. If a microphone is available, speakers will be recognized in the order of their lining up at the microphone.~~
- ~~2) No one may speak longer than three minutes at one time on any one question, nor more than once until all who wish to speak have been heard.~~
- ~~3) Anyone may speak for a third time, on any one question, only with the consent of the Chair or upon a majority vote of the members present and voting.~~
- ~~4) A timekeeper shall be appointed by the Chair of the meeting.~~
- ~~5) In debate members must limit their remarks to the merits of a question.~~
- ~~6) All questions of order or appeal shall be decided by a majority voice or standing vote of Representatives present and voting.~~
- ~~7) In the event a designated Representative is unable to attend the Annual Meeting, the institution may delegate the authority to an Individual Member from the same institution in accordance with Article III, Section 2.A.6.i. The alternate must be an APTA member within the institution in accordance with Article III, Section 1.A.2 for being a Representative established by the ACAPT.~~
- ~~8) Representatives must register no later than 1 week prior to the Annual Meeting in order to establish if a quorum is present. Staff will issue each designated Representative the appropriate voting mechanism for the Annual Meeting.~~

Section 2: Special Meeting(s)

The Board of Directors may call a special meeting of the Representatives of Member Institutions, and the Board of Directors shall call a special meeting upon receipt of written petitions from Representatives representing at least 50% of the Member Institutions.

Section 3: Meeting Notice

176 Written notification of the time and place of a meeting shall be sent to all Member Institution
177 Representatives at least 30 days before the scheduled meeting.

178 **Section 4: Quorum**

179 A quorum shall consist of Representatives representing 50% of the total number of the
180 Member Institutions in good standing.

181 **Section 5: Minutes**

182 The Board of Directors shall appoint a committee to correct and approve the Annual Meeting
183 minutes. The committee to approve the minutes shall consist of two board members and one
184 member at large. The committee shall be appointed in advance of the annual meeting and
185 complete their work no later than 45 days after the annual meeting.

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

189

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

191 **Section 1: Composition**

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

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

198 **Section 2: ~~Qualifications~~Eligibility**

199 Only the Representatives of Member Institutions are eligible to serve on the Board of
200 Directors.

201 **Section 3: Officers**

202 The Officers of ACAPT shall consist of the President, Vice-President, Secretary, and
203 Treasurer.

204 A) President

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

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

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

211 B) Vice-President

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

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

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

219 C) Secretary

220 1) The Secretary shall be responsible for keeping and distributing the minutes of all
221 meetings of the Representatives, the Executive Committee, and the Board of
222 Directors.

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

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

226 D) Treasurer

- 227 1) The Treasurer shall be responsible for presenting the annual budget to the Board of
228 Directors, maintaining complete and accurate financial records, and providing a
229 written financial report at the Annual Meeting of ACAPT.
- 230 2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.
- 231 3) The Treasurer shall provide for an audit of the financial records of ACAPT at least
232 annually.
- 233 4) The Treasurer shall provide required financial reports to the Association.
- 234 5) The Treasurer shall provide financial reports to the Board of Directors at least
235 quarterly or upon request by the Board.
- 236 6) The Treasurer shall keep accurate records of all receipts and disbursements related to
237 the workings of ACAPT.

238 **Section 4: Tenure**

- 239 A) Members of the Board of Directors shall assume office at the close of business at the
240 Annual Meeting of the Member Institutions in the year in which they are elected.
- 241 B) The term of office of each member of the Board of Directors shall be for three years or
242 until a successor is elected and takes office.
- 243 C) No person shall serve more than two complete consecutive terms on the Board of
244 Directors or more than 2 complete consecutive terms in the same office. A member who
245 has completed their terms of office is eligible to run again after taking off at least one
246 election cycle.
- 247 D) A complete term for a member of the Board of Directors shall be defined as 3 years.
- 248 E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of
249 Directors within the first year of a 3-year term and at least two months before the Annual
250 Meeting, the Nominating Committee shall select a candidate(s) for election at the next

Annual Meeting, and the person elected at that Meeting shall serve the remainder of the term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by appointing a person to serve for the remainder of the term. When less than one half a term remains, the appointed individual shall be eligible to be elected to two additional terms.

Section 5: Duties

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)5)~~ Be responsible for the program, time, and place of the Annual Meeting of ACAPT.

~~7)6)~~ Be responsible for development and maintenance of procedural documents related to these Bylaws.

~~8)7)~~ 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

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

Article VI. Committees

The following will be Standing Committees of ACAPT:

Section 1: Finance Committee

- A) The Finance Committee shall consist of the Treasurer and at least two other ~~members~~ individuals who are academic or clinical education faculty of a Member Institution appointed by the ACAPT Board of Directors. ~~The members~~ Those appointed by the ACAPT Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is not elected, the Board of Directors shall appoint at least one member.
- B) The Finance Committee shall advise the Board of Directors on matters pertaining to ACAPT's financial needs, growth, and stability based on periodic review of income, expenditures, and investments.
- C) The Finance Committee shall present an annual budget to the Board of Directors.

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

Section 2: Nominating Committee

A) The Nominating Committee, elected by the Representatives, shall consist of three

~~Representatives~~ individuals who are academic faculty of Member Institutions.

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

C) Members of the Nominating Committee shall assume office at the Annual Meeting of the Representatives of the Member Institutions in the year in which they are elected.

D) The Chair shall be elected annually by the Nominating Committee.

E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of Directors until the next Annual Meeting of ACAPT, when an election will be held to fill the unexpired portion of the term.

F) The Nominating Committee shall, in addition to the duties otherwise directed by the Board of Directors or Member Institutions:

1) Provide a slate of candidates for each position from those consenting to serve. This slate of candidates shall be published and made available to Representatives as soon as available, but no later than two months before the Annual Meeting.

2) Foster activities that maintain and promote a pool of qualified nominees.

Section 3: Reference Committee

A) The Reference Committee shall consist of three ~~Representatives~~ individuals who are academic or clinical education faculty of a Member Institution appointed by the Board of

Directors, and the Vice-President, who shall serve as an *ex officio* member of the Reference Committee.

B) ~~Each member~~ Members of the Reference Committee other than the Vice-President shall serve a three year term with at least one new member appointed no later than November 1 of each year.

Article VII: Elections and Voting

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

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

Article VIII: Finance

Section 1: Fiscal Year

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

Section 2: Expenditures

A) Individuals and committees

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

352 C) Board of Directors and Executive Committee

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

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

356 A) Member Institutions

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

359 B) Pro-rated

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

364 ~~C) Individual Members~~

365 ~~1) Individual Members shall not pay dues.~~

366 ~~D)C)~~ Dues Changes

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

368 ~~E)D)~~ Assessments

369 1) ACAPT may impose assessments on Member Institutions to preserve the solvency of
370 ACAPT.

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

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

~~Article IX. Consortia~~ Article IX. Institutes

Section 1. Definition

There shall be four (4) Institutes:

- Academic Advancement
- Teaching & Learning
- Scholarly Inquiry
- Community Engagement

Each institute shall have a chair and vice chair elected by the Representatives to coordinate its activities. The chair and vice chair shall be an academic or clinical education faculty in good standing of a Member Institution. The term shall be for one year, and shall commence at the close of the Annual Meeting of the Representatives of the Member Institutions in the year in which elected. Following completion of a term as vice chair, the vice chair shall automatically assume the position of chair. No member shall be elected to successive complete terms.

Proviso: The inaugural Chair will serve a term of two years and the inaugural Vice Chair will serve a total of three years, two (2) as Vice Chair and (one) as Chair. Successive elections shall be only for the Vice Chair position.

A. The Institute of Academic Advancement shall support and promote institutional characteristics that reflect an intentional pursuit of excellence. This Institute will encourage institutional programmatic and clinical development; foster leadership excellence; advance diversity, equity, and inclusion; and facilitate programmatic innovation.

B. The Institute of Teaching & Learning shall support and promote curricular attributes that ensure outcomes of educational excellence. This Institute will help to encourage institutional educational excellence; facilitate excellence in clinical

education; foster curricular innovation; advance educational technology; and integrate professional formation.

C. The Institute of Scholarly Inquiry shall cultivate a culture of scholarship and research and ongoing assessment of outcomes in academic programs. This Institute will support scientific research to grow the profession; encourage implementation of discoveries into practice and education; develop best practices for scientific, educational, and community-based research; cultivate research leadership and bolster educational preparation through research outcomes.

The Institute of Community Engagement shall support and promote community and stakeholder engagement in the shared pursuit of excellence. This Institute will promote educational and clinical partnerships; engage in societal health and wellness; and enhance engagement across healthcare disciplines.

Section 23. Membership and Terms Vacancies

~~—The chair and vice chair shall be a faculty or clinical affiliate in good standing of a Member Institution.~~

~~The chair and vice chair shall assume office at the Annual Meeting of the Representatives of the Member Institutions in the year in which they are elected.~~

Vacancies in the position of chair or vice chair shall be filled by appointment by the Board of Directors to fill the unexpired portion of the term.

~~I. The Member Institutions may establish consortia following these procedures:~~

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

~~2) ACAPT’s Executive Committee shall review the Application and will either approve it for consideration by the full ACAPT Board, ask for further clarification and then~~

427 ~~submit it to the full ACAPT Board for consideration, or deny the formation of the~~
428 ~~Consortium.~~

429 ~~3) Applications approved by ACAPT'S Executive Committee shall be considered by the~~
430 ~~ACAPT Board at its next meeting for approval or rejection.~~

431 ~~4) Applications that have been denied by ACAPT's Executive Committee may be~~
432 ~~appealed to the ACAPT Board by five or more Institutional Member representatives~~
433 ~~who submitted the Application.~~

434 ~~II. Consortia are comprised of Individual Members. Any additional criteria for membership~~
435 ~~shall be set out in the Procedures for the Establishment and Operations of a Consortium.~~

436 ~~III. The role of the consortium is to provide a forum for Individual Members of Member~~
437 ~~Institutions of the physical therapist education community to gather and disseminate~~
438 ~~information relative to a specific area of shared interest and to have a line of~~
439 ~~communication within the ACAPT, particularly with the Board of Directors.~~

440 ~~IV. A consortium does not hold voting privileges within the ACAPT. Consortia shall operate~~
441 ~~under procedures, and any amendments thereto, which have been approved by the~~
442 ~~ACAPT Board.~~

443 ~~V. Dissolution of a Consortium~~

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

448 **Article X. Dissolution**

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

B) All property and records of whatsoever nature in the possession of ACAPT shall be distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation Act, and thereafter after payment of all bona fide debts, the remaining property and records shall be turned over to the Association.

Article XI. Parliamentary Authority

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

Article XII. Amendments

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

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

Article XIII. Association as Higher Authority

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