

CARDIOVASCULAR AND PULMONARY SECTION APTA, INC.

AMERICAN PHYSICAL THERAPY ASSOCIATION

BYLAWS

ARTICLE I. NAME

The name of this organization is the Cardiovascular and Pulmonary Section APTA, hereinafter referred to as the Section, which is a Section of the American Physical Therapy Association, hereinafter referred to as the Association.

ARTICLE II. PURPOSE

The purpose of the Section shall be to provide a means by which Association members having a common interest in cardiovascular and pulmonary physical therapy may meet, confer, and promote these interests.

ARTICLE III. OBJECTIVES

The objectives of the Section shall be:

- A. Those prescribed by the Association.
- B. To provide, through professional meetings, educational offerings, and periodic publications, a network of communication for physical therapy practitioners and students interested in cardiovascular and pulmonary practice.
- C. To promote and improve the study of the cardiovascular and pulmonary systems in programs of physical therapy education.
- D. To provide a mechanism for interested physical therapy practitioners and students to become involved in the practice of cardiovascular and pulmonary physical therapy education.
- E. To further the relationship between the Section and those organizations concerned with cardiovascular and pulmonary practice.
- F. To further the relationship between the Section and other sections of the Association to promote an integrative approach to care.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

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

Section 2: Rights and Privileges of Members

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

Section 3: Application for and Admission to Membership

The payment of Section dues by all categories of members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4: Good Standing

An individual member is in good standing within the meaning of these Bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended by the Section. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.
- B. Any member of the Section who fails to make timely payments of required Section dues shall be expelled from Section membership.

Section 6: Reinstatement

Any former member of the Section who is in good standing in the Association may be reinstated to membership in the Section by payment of the required Section dues.

ARTICLE V. Regional and Special Interest Groups

Section 1: Regional Groups

- A. A regional group shall:
 - 1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association Bylaws and that shall be approved by the Section Board of Directors.
 - 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. A regional group may be established and/or dissolved in accordance with the rules and conditions specified by the Section Board of Directors.

Section 2: Special Interest Groups

C. A special interest group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association Bylaws and that shall be approved by the Section Board of Director
2. Not levy special assessments that carry punitive action or loss of good standing.

D. A special interest group may be established and/or dissolved in accordance with the rules and conditions specified by the Section Board of Directors.

Section 3: Limitations

Regional and special interest groups are subject to the following limitations:

E. Regional and special interest groups shall operate under the Bylaws and policies of the Association and the Section.

F. No regional or special interest group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the regional or special interest group unless authorized to do so in writing by the Section Board of Directors.

G. No regional or special interest group shall levy dues. A voluntary contribution may be solicited by the regional or special interest groups' officers from the members attending the group meetings.

ARTICLE VI. MEETINGS

Section 1: Type and Time of Meetings

The Section shall hold an Annual meeting for the conduct of business. Attendance shall be limited to Section members and invited guests approved by the Section Board of Directors; provided notice is given to all members within forty-five (45) days prior to the date of the meeting date. The Annual meeting shall take place at the site of the APTA Combined Sections Meeting and at the time designated by the Section Board of Directors.

Section 2: Special Meeting(s)

Special meeting(s) may be called by the Section Board of Directors or any ten (10) Section members, provided notice is given to all members within forty-five (45) days prior to the date of the meeting. Attendance is limited to Section members and invited guests approved by the Section Board of Directors.

Section 3: Meeting Contents

The meetings shall consist of a business meeting and may have a professional program in accordance with the objectives of the Section.

Section 4: Quorum

At any meeting, a quorum shall consist of ten (10) Section members, including at least two (2) Section officers.

Section 5: Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days of the date of the meeting.

ARTICLE VII. OFFICERS, EXECUTIVE COMMITTEE, BOARD OF DIRECTORS

Section 1. Officers: Rights, Duties and Responsibilities

The officers of the Section shall be the President, the Vice-President, the Secretary, and the Treasurer.

A. The President shall:

1. Preside at all meetings of the Section, its Board of Directors, and its Executive Committee and serve as *ex-officio* member of all standing committees except the Nominating Committee.
2. Consult with the Board of Directors to create and appoint all advisory committees and task forces necessary to accomplish the functions and further the objectives of the Section.
3. Submit to the Association an annual report in writing of the activities of the Section within forty-five (45) days of the date of the Annual meeting.
4. Serve or appoint a designee as the official spokesperson of the Section.
5. Serve or appoint a designee (in the absence of the Vice President) as the Section Delegate to the Association House of Delegates.
6. Perform other duties as identified by the APTA and Section's Board of Directors.

B. The Vice-President shall:

1. Participate in activities as directed by the President or Board of Directors.
2. Assume the duties of the President if the President is absent or incapacitated.
3. Serve as liaison to such committees and task forces as directed by the President.
4. Serve as the Section Delegate to the Association House of Delegates in the absence of the President.
5. Perform other duties as identified by the APTA and Section's Board of Directors.

C. The Secretary shall:

1. Record the minutes of all Section, Board of Directors and Executive Committee meetings and submit these minutes to the Association within forty-five (45) days of the date of the meeting. In the absence of the Secretary a designee shall be appointed by the officer presiding over the meeting in order to record minutes.

2. Distribute the meeting notices to members of the Section, its Board of Directors and its Executive Committee.
3. Maintain records of all official actions of the Section, its Board of Directors and its Executive Committee.
4. Serve as liaison to such committees and task forces as directed by the President.
5. Perform other duties as stipulated in the Section Policy and Procedure Manual.

D. The Treasurer shall:

1. Maintain complete and accurate financial records that shall be audited annually by the Finance Committee.
2. Receive and disburse all monies.
3. Report in writing on the financial status of the Section.
4. Prepare a Section budget for approval by the Board of Directors as part of the Section's annual strategic planning and budget process.
5. Publish the annual budget in writing or electronically upon approval by the Board of Directors.
6. Serve as Chair of the Finance Committee.
7. Serve as liaison to such committees and task forces as directed by the President.
8. Perform other duties as identified by the APTA and Section's Board of Directors.

Section 2: Terms and Vacancies

- A. The term of each elected officer shall be three (3) years or until the election and installation of successors.
- B. No member shall serve more than two (2) complete consecutive terms in the same elected office or more than three (3) consecutive terms on the Executive Committee with the exception of a member who has served as President who may serve no more than twelve (12) consecutive years. The President shall not be a member of the Board of Directors for at least one elected term once they have completed their two (2) consecutive terms as President.
- C. The officers of the Section shall assume office at the end of the Annual Section Business Meeting held at the APTA Combined Sections Meeting.
- D. Filling of vacancies shall be as follows:
 1. If a vacancy occurs in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term. The office of Vice-President shall be filled by appointment by the new President with the advice and consent of the Executive Committee. A replacement shall be elected at the next regularly scheduled election of any officer positions.

2. If a vacancy occurs in the office of Vice President, Secretary or Treasurer, the office shall be filled by appointment by the President with the advice and consent of the Executive Committee. A replacement shall be elected at the next regularly scheduled election of any officer positions.

Section 3: Qualifications

- A. Only such members of the section as are provided for in the Association Bylaws, Article IV, Section 2, subparagraph B(3)b, who have been members in good standing for a period of at least two (2) years immediately preceding their election, and who have consented to serve, shall be eligible for election to office.
- B. Physical Therapist Assistants, Retired Physical Therapist Assistants, and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association Bylaws, Article V, Section 4, subparagraph C.

Section 4. Executive Committee

A. Composition

The Executive Committee shall consist of the Section's officers.

B. Duties and Responsibilities

The Executive Committee shall:

1. Conduct the business of the Section and exercise the powers of the Board of Directors between the Board's scheduled meetings, including recommendations and evaluations related to the activities, policies and procedures of the Section.
2. Submit a report of its activities, in writing, to the Board of Directors at the Board of Directors meetings.
3. Approve any appointments made by the President to fill unexpired terms.
4. Approve appointments to committees made by committee chairs.

C. Meetings, Notice Requirements and Quorum

1. The Executive Committee shall meet/confer between regular meetings of the Board of Directors at least annually, with at least seven (7) days notice given to all Executive Committee members.
2. Meetings of the Executive Committee shall be called by the President or his/her designee.
3. A quorum of the Executive Committee shall consist of at least three (3) officers.

Section 5. Board of Directors

A. Composition

The four (4) officers and the Chairperson of each Standing Committee shall constitute the Board of Directors.

B. Duties and Responsibilities

The Board of Directors shall:

1. Carry out the mandates and objectives of the Section as determined by the membership. Between Section business meetings, the Board of Directors may make and enforce such policy as is consistent with the mandates and objectives of the membership with these bylaws.
2. Direct all business and financial affairs on behalf of the Section, and not commit the Section to any financial obligation in excess of its resources.
3. Select the Chair of the Publications Committee.
4. Advise the President regarding appointments to fill all vacancies occurring on the Board of Directors, and other committees or task forces, except as otherwise provided by these bylaws.
5. Create, appoint and determine purposes of such special committees or task forces as it deems necessary.
6. Submit a written report of its activities to the Section membership at the Section's business meetings.
7. Perform other duties as identified by the APTA.

C. Meetings, Notice Requirements and Quorum

1. The Board of Directors shall meet at least once yearly, at a time and place to be determined by the Board of Directors, with at least thirty (30) days notice given to all Board of Director members.
2. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of three members of the Board of Directors.
3. A quorum of the Board of Directors shall consist of five (5) members.
4. Each member of the Board of Directors shall have one vote.
5. Representatives of non-standing committees or task forces invited to attend meetings of the Board of Directors may speak but shall not be allowed to make motions or have a vote.

ARTICLE VIII. COMMITTEES

Section 1: Standing Committees

A. Finance Committee

1. The Finance Committee shall consist of the Chair and two (2) eligible Section members.
2. The Chair of the Finance Committee shall be the Treasurer.
3. The Chair shall appoint, with approval of the Executive Committee, the members of

- the Finance Committee.
4. The Finance Committee shall perform review of and recommend fiscal policies and procedures of the Section.
 5. The Finance Committee shall assist the Treasurer as appropriate with development of the annual Section budget.
 6. The Finance Committee shall advise the Board of Directors with respect to compliance with financial obligations to APTA.

B. Nominating Committee

1. The Nominating Committee shall consist of three (3) eligible Section members. One member, elected each year, shall serve a term of three (3) years or until the election of his or her successor.
2. The senior member of the committee shall serve as Chair.
3. Any vacancies shall be filled by appointment by the President with advice and consent of the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.
4. The Nominating Committee shall seek out candidates for vacant offices, review their qualifications, ascertain their willingness to serve, and nominate eligible and interested members for each available elected office.
5. The Nominating Committee representative shall submit the slate of nominees to the membership at least ninety (90) days prior to the Annual Section Business Meeting.
6. The outgoing Chair shall be an *ex officio* member of the Nominating Committee for the year following the expiration of his or her term of office. This member shall serve in an advisory capacity so long as such service does not preclude other Section activity.

C. Program Committee

1. The Program Committee shall consist of the Chair and at least two (2) eligible Section members.
2. The Chair of the Program Committee shall be appointed by the President with advice and consent from the Board of Directors. The appointed Chair shall appoint, with approval of the Executive Committee, the other Program Committee members.
3. The term of office for the Chair of the Program Committee will be three (3) years and will commence following the Board of Directors meeting at which the Chair was appointed.
4. The Program Committee shall plan and conduct the professional program at the APTA Combined Sections Meeting and other official Section meetings at the times designated by the Association.
5. A budget for expected program revenues and expenses shall be presented to the Board of Directors for approval prior to the program.
6. The outgoing Chair shall be an *ex officio* member of the Program Committee for the year following their leaving the position. This member will serve in an advisory capacity so long as such service does not preclude other Section activity.

D. Publications Committee

1. The Publications Committee shall be composed of the Chair and at least two (2) eligible

Section members.

2. The Chair shall be the Editor of *Cardiopulmonary Physical Therapy Journal*.
3. The Editor will be selected by the Board of Directors. The term of office for the Editor is five (5) years.
4. The Editor will appoint the other members of the Publications Committee.
5. The Publications Committee shall review and make recommendations concerning the Section's publications, including selection of its editors.
6. The Publications Committee shall advise the Board of Directors regarding all official publications of the Section including the number of issues per year.
7. The Publications Committee shall submit to the Board of Directors for approval the budget for all publications at the Section's Annual Board of Directors meeting prior to its publication.

E. Research Committee

1. The Research Committee shall consist of the Chair and at least two (2) eligible Section members.
2. The Chair of the Research Committee shall be appointed by the President with advice and consent from the Board of Directors. The appointed Chair shall appoint, with approval of the Executive Committee, the other Research Committee members.
3. The term of office for the Chair of the Research Committee will be three (3) years and will commence following the Board of Directors meeting at which the Chair was appointed.
4. The Research Committee shall:
 - a. plan and conduct research presentations, as appropriate, at conferences, programs and meetings of the Section and the Association;
 - b. manage and administer the Section research awards process;
 - c. manage and administer the Section grants process;
 - d. promote evidence-based cardiovascular and pulmonary physical therapy practice and scholarship;
5. A budget for expected Research Committee expenses shall be presented to the Board of Directors for approval annually as part of the Section strategic planning and budget process.
7. The outgoing Chair shall be an *ex officio* member of the Research Committee for the year following their leaving the position. This member will serve in an advisory capacity so long as such service does not preclude other Section activity.

Section 2: Other Committees

- A. The Board of Directors may create and appoint such committees as it deems necessary and determine its composition and length of term.
- B. Specific responsibilities of these appointed committees shall be delineated by the Board of Directors.

ARTICLE IX. DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

Section 1: Selection and Qualifications

- A. The President shall serve as Section Delegate to the Association House of Delegates. The Vice President shall serve as Section Delegate in the absence of the President. If neither the President or Vice President is available to serve then a designee shall be appointed by the President.
- B. Qualifications are as provided for in the Association Bylaws.
- C. A Section Delegate may not, in the same year, serve as Chapter or Assembly Delegate.
- D. The Section shall notify the Association headquarters of the name of the Section Delegate, as required by the Association and the Standing Rules of the House of Delegates.
- E. The Section must be represented in the House of Delegates at least every third year.

Section 2: Duties of Delegates

- A. To attend the annual and special meetings of the House of Delegates of the Association.
- B. To present to the House of Delegates such matters as are ordered by the Board of Directors or the membership, or both.

ARTICLE X. ELECTIONS

Section 1: Method and Time of Election

The elections shall be conducted by electronic means or by mailed paper ballot prior to the Annual meeting each year.

Section 2: Election of Officers and the Nominating Committee

In successive years the elections shall be as follows:

- President, and one (1) member of the Nominating Committee;
- Treasurer, Secretary and one (1) member of the Nominating Committee;
- Vice President and one (1) member of the Nominating Committee.

Section 3: Election Procedure

- A. The Nominating Committee shall submit the slate of nominees to the membership at least ninety (90) days prior to the Annual Section Business Meeting.
- B. Nominations by petition must be submitted to the nominating committee within 20 days of the nominating committee's slate beginning mailed to the membership.
- C. The slate of nominees and candidate statements shall be mailed to the Section members at least sixty (60) days prior to the Annual meeting.
- D. All members of the Section shall be notified in writing (electronically or by post-card) by the Nominating Committee and be advised of the dates for voting including the voting deadline.
The written notification will be sent one week prior to an election and will advise the membership as to the offices or any Section business to be voted on by the membership.

- Members will be informed as to the location of the electronic ballot and or instructed on the use of other electronic means that creates a record that may be retained and retrieved by the component office.
 - Members will be advised as to whom to contact for a paper ballot if they do not prefer to vote electronically.
- C. Paper ballots will be returned to the Chair of the Nominating committee and must be postmarked by the deadline for the electronic elections.

Section 4: Elections Results

- A. Election shall be determined by majority vote, except when there are more than two (2) candidates for an office, a plurality vote shall determine the election. In the case of a tie, the President shall draw lots to determine the election.
- B. At least ten (10) percent of eligible members must return ballots for the election to be valid. If the number of ballots fails to meet this requirement, the election will be declared invalid and another election shall be required.

Section 5: Tabulation of Votes and Reporting of Election Results

The electronic ballot or other electronic means of voting will be reviewed by the Nominating Committee and a member of the section who serves as the webmaster for the Section web page. The webmaster who has been previously appointed by the President of the Section and a consultant who is approved by the BOD will assist in preparing the electronic ballot.

Paper ballots are counted by members of the Nominating Committee and added to the electronic votes for final tabulation of election results. The election results are then reported to the membership at the Combined Section Meetings following the elections.

ARTICLE XI. FINANCE

Section 1: Fiscal Year

The fiscal year of the Section shall be the same as that of the Association.

Section 2: Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Section's Board of Directors. The Board of Directors shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3: Dues and Assessments

- A. Section dues for twelve (12) months membership shall be:
 - 1. Physical Therapist: \$40.00
 - 2. Physical Therapist – Post Professional Student: \$20.00
 - 3. Physical Therapist Assistant: \$20.00
 - 4. Life Physical Therapist: \$10.00
 - 5. Life Physical Therapist Assistant: \$10.00
 - 6. Student Physical Therapist and Student Physical Therapist Assistant: \$10.00
 - 7. Retired Physical Therapist: \$10.00
 - 8. Retired Physical Therapist Assistant: \$10.00
- B. All dues shall be for the period specified in the Association Bylaws.
- C. New members wishing to join the Section, or former members wishing to reinstate, shall pay current dues which shall entitle the individual to membership in the section until such time as the member is billed for national dues. At that time the member shall be billed for Section dues for the ensuing twelve (12) months of membership.
- D. All dues changes approved by the Section membership and approved by the Association Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.
- E. Mandatory special assessments may not be levied upon the members.

Section 4: Financial Statements

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

ARTICLE XII. DISSOLUTION OR MERGER OF THE SECTION

Section 1: Voting

The Section may be dissolved or merged with another section(s) by two-thirds (2/3) vote of the members at the Annual meeting, provided that at least thirty (30) days prior to this meeting a copy of the proposal to dissolve has been mailed to all members and that a quorum is present.

Section 2: Dissolution or Merger

The Section may be dissolved or merged according to the Association Bylaws.

Section 3: Property and Records

In the event that the Section is dissolved, all property and records of whatever nature in the possession of the Section shall, after payment of its bona fide debts, be conveyed to the Association. If the Section is merged with another section(s), all property and records shall be turned over to the continuing section without being returned through the Association.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Section in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order adopted by the Section.

ARTICLE XIV. AMENDMENTS

Section 1: Voting Procedure

- A. These Bylaws may be amended in whole or in part, at any meeting of the Section members by two-thirds (2/3) vote.
- B. The text of the amendment(s) published in writing or electronically for Section member consideration within forty-five (45) days prior to the meeting during which the vote will occur.

Section 2: Amendment Approval

Amendments to the Section bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in section dues become effective on the first of the Association's next fiscal year following approval.)

Section 3: Association Amendments

If the intent of the Association's amendment is editorial or to bring the Section Bylaws into agreement with those of the Association's bylaws, the amendment shall be made as required by the Section President or an individual designated by the Section President and approved by the Board of Directors. The Secretary shall notify the Section's membership of such amendment.

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these bylaws, the Section is governed by the Association Bylaws and standing rules, and by Association's policies.

Adopted 1975

Amended 1986, 1991, 1993, 1998, 2000, 2002, 2003, 2010, 2011

Reviewed 1995, 1997, 2009, 2010

Incorporation, State of Georgia 2003

