

# BYLAWS

## SECTION ON WOMEN'S HEALTH

A Component of the American Physical Therapy Association

### ARTICLE I. NAME

The name of this organization is the Section on Women's Health of the American Physical Therapy Association, 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 the physical therapy problems and concerns of women may meet, confer, and promote these interests.

### ARTICLE III. OBJECTIVES

The objectives of the Section shall be to:

1. Promote and expand the role of physical therapy in the field of women's health and wellness.
2. Develop resources for member specialists in this field and to provide training programs for members wishing to specialize.
3. Develop and maintain standards for specialists in this practice and education of this branch of physical therapy.

### 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 Privilege of Members

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

#### Section 3: Application for and Admission to Membership

The payment of Section dues by Physical Therapist, Physical Therapist- Post Professional Student, Physical Therapist Assistant, Student Physical Therapist and Student Physical Therapist Assistant in good standing in the Association shall constitute application for and admission to Section membership. Signed applications without payment of dues from Retired Physical Therapist, Retired Physical Therapist Assistant, Life Physical Therapist and Life Physical Therapist Assistant 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 their membership privileges suspended from the Association and from the Section. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.
- B.** Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

#### **Section 6: Reinstatement**

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

### **ARTICLE V. REGIONAL AND SPECIAL INTEREST GROUPS**

#### **Section 1: Regional Groups**

- A.** A regional group shall:
  - 1. Operate under bylaws or rules of order that shall be consistent 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 of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's Governance Manual.

#### **Section 2: Special Interest Groups**

- A.** A special interest group shall:
  - 1. Operate under bylaws or rules of order that shall be consistent 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 special interest group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's Governance Manual.

#### **Section 3: Limitations**

Regional and Special Interest Groups are subject to the following limitations:

- A.** Bylaws and policies of the Section and the Association;
- B.** 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 by the Section's governing body.

## **ARTICLE VI. MEETINGS**

### **Section 1. Annual Meeting**

The Section will hold an annual meeting of the Section membership for the purpose of conducting business at the time of the Association's Combined Sections Meeting or, in the event that the Combined Sections Meeting does not take place, at the Annual Conference of the Association. If both the CSM and the Annual Conference are not held, the Section's annual meeting shall be held at the time and place of the annual session of the Association's House of Delegates.

Notice of the Annual Meeting will be provided to all members of the Section at least thirty (30) days in advance of the meeting. A quorum shall consist of thirty (30) members, including at least five (5) members of the Board of Directors.

### **Section 2. APTA Annual Conference**

A business meeting and professional program may be held at the time and place of the Association's Annual Conference.

### **Section 3. Special Meetings**

Special meetings may be called by the President or shall be called upon written request of any three (3) members of the Board of Directors or any ten (10) members, provided that thirty (30) day notice is given to all members. Attendance is limited to Section members and invited guests approved by the Board of Directors. A quorum shall consist of 10% of the membership, including at least two (2) members of the Board of Directors.

### **Section 4. Regional Meetings**

Regional meetings may be held by vote of the Board of Directors or in response to a request by ten percent (10%) of the Section Membership. At least thirty (30) days prior to a regional meeting, notice shall be mailed to all Section members.

### **Section 5. Minutes**

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

## **ARTICLE VII. OFFICERS, BOARD OF DIRECTORS, EXECUTIVE COMMITTEE**

### **Section 1: Officers and Directors: Rights, Duties, and Responsibilities**

Members of the Board of Directors shall assume office at the close of the Section's Annual Business Meeting. The complete term of office of each member of the Board of Directors shall be three (3) years or until their successors are elected. No officer or director may serve in the same position for more than two (2) consecutive terms.

#### **A. Officers**

##### **1. President**

- a) Be the official head and public spokesperson for the Section;
- b) Preside at all Section business meetings and Board of Directors meetings.
- c) Be an ex-officio member of all other committees, except the Nominating Committee.

##### **2. Vice-President**

- a) Assume the duties of the President if she/he is absent or incapacitated;
- b) Assist the President in the discharge of the duties of that office.

### **3. Secretary**

- a) Keep an accurate record of the members of the Section and communicate with the Treasurer and Editor to update this list;
- b) Record the minutes of all Section meetings and the meetings of the Board of Directors.

### **4. Treasurer**

- a) Be responsible for the financial affairs of the Section;
- b) Be responsible for maintaining complete and accurate financial records including, but not limited to, the annual budget.

### **B. Directors**

- a) Perform duties as specified in the Section's Governance Manual;
- b) Perform duties as assigned by the Officers.

## **Section 2: Vacancies**

**A.** In the event of a vacancy in the office of President, the Vice-President shall fill the unexpired portion of the term.

**B.** In the event of a vacancy in the office of Vice-President, Secretary, Treasurer or Director, the Board of Directors shall appoint a qualified and eligible member to serve the unexpired portion of the term.

**C.** If the unexpired term being filled is less than fifty percent (50%) of a full term, the new officer/director may continue to be elected to serve the maximum number of terms as outlined in these bylaws.

## **Section 3: Failure to Serve**

Officers are expected to complete the responsibilities of the position which they have accepted with integrity, good judgment, and confidentiality. Failure of an officer to fulfill the duties and responsibilities outlined in these bylaws shall result in prompt corrective action as outlined in the Section's Governance Manual by the Board of Directors. All elected officers and Board members of the Section on Women's Health, including President, and appointed individuals shall be subject to the action by the Section Board of Directors as outlined in the Governance Manual.

## **Section 4: Qualifications**

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. Physical Therapist Assistants, Life Physical Therapist Assistants and Retired Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws, Article V, Section 4, subparagraph C.

## **Section 5: Board of Directors**

### **A. Composition**

The President, Vice-President, Secretary, Treasurer, Director of Education, Director of Practice, Director of Programming, Director of Communication, Director of Research, and Director of Financial Development shall compose the Board of Directors.

### **B. Duties and Responsibilities**

The Board of Directors shall, in addition to the duties otherwise imposed by these bylaws:

1. Carry out the mandates and policies of the Section as determined by the members.
2. Direct all business and financial affairs for and on behalf of the Section, adopt the Section's annual budget, be responsible for all of the Section's property and funds, and provide for an annual audit.
3. Appoint and fill vacancies on the Board of Directors and for standing committee chairs.
4. Be responsible for the time and place of the Annual Meeting and any other meetings of the Section.
5. Transfer all records in good order to their successors within two (2) weeks following the Annual meeting.

### **C. Meetings**

1. The Board of Directors shall meet not less than once a year.
2. The President shall call a special meeting on written request of three (3) members of the Board of Directors.
3. Written notice of all meetings shall be mailed to all members of the Executive Committee not later than ten (10) days before the fixed date for the meeting.
4. Six (6) members of the Board of Directors consisting of at least two (2) officers and three (3) directors shall constitute a quorum.

## **Section 6: Executive Committee**

### **A. Composition**

The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer.

### **B. Duties**

1. The Executive Committee shall monitor duties of the Board of Directors between meetings of the Board of Directors.
2. To address funding, judicial, or litigious issues that may arise between Board of Directors meetings.

### **C. Conduct of Business**

1. The Executive committee shall meet as necessary to fulfill its duties.
2. Written notice of all meetings shall be mailed to all members of the Board of Directors not later than ten (10) days before the fixed date for the meeting.
3. A majority shall constitute a quorum.

## **ARTICLE VIII. COMMITTEES**

### **Section 1. Nominating Committee**

#### **A. Composition, Election and Tenure**

1. The Nominating Committee shall consist of three (3) eligible members, who have been members in good standing for a minimum of two (2) years.
2. Members shall serve for three-year (3) terms.
3. The senior member of the committee shall serve as Chairperson.
4. No member shall be elected to serve consecutive terms.
5. At least one (1) member shall be elected each year by mail or electronic ballot of at least 50 valid responses.
6. Any vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

### **Section 2. Finance Committee**

#### **A. Composition, Election and Tenure**

1. This committee shall be chaired by the Section Treasurer.
2. This committee shall consist of the current Section Treasurer, Director of Financial
3. Development, and one member appointed by the Board of Directors to serve on the committee

#### **B. Duties**

1. This committee shall be responsible for advising the Board of Directors on matters pertaining to the Section's financial needs, growth, and stability based on periodic review of income, expenditures, and investments. Additional responsibilities shall be outlined in the Section's Governance Manual.

### Section 3. Other Committees

1. Other committees may be appointed by the Board of Directors or the President to maintain the purposes and directives of the Section for an appropriate term.
2. Specific responsibilities of all appointed committees shall be placed in the Section's Governance Manual at the time each committee is appointed.

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

### Section 1. Qualifications

1. The qualifications of the Delegate shall be as stated in the Association's bylaws.
2. The Section Delegate may not serve concurrently as a Chapter or Assembly Delegate.
3. The Section shall notify Association Headquarters of the name of the Section Delegate, as required by the Association and the Standing Rules of the House of Delegates.
4. The Section must be represented in the House of Delegates at least every third year.

### Section 2: Election and Term

1. The President of the Section will serve as the Section's Delegate to the House of Delegates.
2. If the President is unable to represent the Section as its delegate, the Board of Directors shall appoint and announce an alternate delegate.

### Section 3. Duties

1. To attend the annual and special meetings of the House of Delegates of the Association.
2. To present to the House of Delegates such matters as are ordered by the Executive Committee and/or voting body.
3. The Delegate shall be charged by the Section members in keeping with the purpose, objectives, policies, functions and interests of the Section.

## ARTICLE X. ELECTIONS

A . During a three (3) year cycle, the President, Treasurer, Director of Education, and Director of Research be elected on year 1, the Vice President, Director of Communications, and Director of Practice on Year 2, and the Secretary, Director of Financial Development, and Director of Programming on Year 3. A member of the Nominating Committee shall be elected each year.

**Proviso:** Here is the schedule for the first three election cycles:

**To be elected to serve 2006 -2009**

President (current President, if elected, would extend 1 year)  
Treasurer (current Treasurer, if elected, may run for an additional term)  
Director of Education  
Director of Research  
Nominating Committee Member

**To be elected to serve 2007 -2010**

Vice President (current Vice President, if elected, would extend 1 year)  
Director of Communications  
Director of Practice  
Nominating Committee Member

**To be elected to serve 2008 -2011**

Secretary  
Director of Financial Development  
Director of Programming  
Nominating Committee Member

- B. The Officers, Directors, and Nominating Committee members shall be elected by mail or electronic ballot of at least 50 valid responses.
- C. If there are two (2) candidates a majority is required to elect. If there are three (3) or more candidates, a plurality of votes is required to elect.
- D. The ballots must be received by the tellers at least thirty (30) days before the date of the Section's Annual meeting.
- E. A tellers report will be prepared by the Nominating Committee Chair and entered in the Section's Annual meeting minutes.
- F. The Nominating Committee Chair shall report the results of the election to each of the nominees, to the Board of Directors, and at the first meeting following the election and to the Association within forty-five (45) days.

## **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**

- A. Section dues shall be as follows:
  - 1. Physical Therapist: **\$50.00**
  - 2. Physical Therapist- Post Professional Student: **\$25.00**
  - 3. Retired Physical Therapist: **No dues**
  - 4. Life Physical Therapist and Life Physical Therapist Assistant: **No dues**
  - 5. Physical Therapist Assistant: **\$25.00**
  - 6. Retired Physical Therapist Assistant: **No dues**
  - 7. Student Physical Therapist and Student Physical Therapist Assistant: **\$25.00**
- B. All dues shall be for the period specified in the Association Bylaws.
- C. All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

### **Section 4: Statements & Auditing**

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

## **ARTICLE XII. DISSOLUTION**

The Section may dissolve subject to a recommendation to dissolve supported by no less than two-thirds (2/3) of the members of the Section's Board of Directors and adopted by two-thirds (2/3) of the Section's members.

### **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 to 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**

These Bylaws may be amended by two-thirds (2/3) of those present and voting at the Annual Meeting, provided that at least thirty (30) days prior to the meeting a copy of the proposed amendments have been mailed to members.

If the intent of an amendment is editorial or to bring the Section's bylaws into agreement with those of the Association, the amendment shall be made as required by the Director of Practice and shared with the Board of Directors. The Director responsible for bylaws shall notify the Section's membership that such amendments have been made.

### **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 House of Delegates and Board of Directors policies.

•**Adopted:** June 18, 1978

•**Revised:** November 1984, February 1987, February 1988, June 1990, May 1991, February 1992, February 1993, February 1994, February 1995, August 1995, November 1995, May 1997, June 1998, April 2001, August 2003, February 2005, February 2006, November 2006.