

**OKLAHOMA PHYSICAL THERAPY ASSOCIATION, INC.
A CHAPTER OF
THE AMERICAN PHYSICAL THERAPY ASSOCIATION
BYLAWS**

Adopted March 15, 1986; Amended April 25, 1987; Amended March 17, 1990; Amended April 9, 1994; Amended April 1, 1995; Amended April 20, 1996; Amended November 23, 1996; Amended August 11, 1997; Amended September 11, 1999; Amended April 28, 2001; Amended April, 26, 2003; Amended September 27, 2003, Amended November 2003. Amended February 16, 2006. Amended November 30, 2006, Amended March 28, 2009.

ARTICLE I. NAME AND TERRITORIAL JURISDICTION

Section 1: Name

The name of this organization is OKLAHOMA PHYSICAL THERAPY ASSOCIATION, INCORPORATED, the Oklahoma Chapter of the American Physical Therapy Association. This organization, a component of the American Physical Therapy Association, shall for the purpose of these Bylaws, be hereinafter referred to as the Chapter and the American Physical Therapy Association shall be hereinafter referred to as the Association.

Section 2: Territorial Jurisdiction

The territorial boundaries of this Chapter shall be the established geographical boundaries of the State of Oklahoma.

ARTICLE II. OBJECT

The object of this Chapter shall be the object of the Association as stated in its Bylaws. In addition, it is to meet the physical therapy needs of the people of Oklahoma through the development and improvement of physical therapy practice, education, and research and to meet the needs of its members through member identification, coordinated action, communication and fellowship.

ARTICLE III. FUNCTIONS

The functions of this chapter shall be the same as the functions of the Association as established in its Bylaws. In addition this chapter is to:

- A. Ensure that the highest quality of physical therapy services is made available to the people of Oklahoma.
- B. Support, through scholarships, grants and endowments, the research, education and training relative to physical therapy.
- C. Receive and maintain endowments and funds, and to administer the same for its purposes and functions with the power to apply the principal and income thereof, or either principal or income, exclusively for the purposes expressed in the Articles of Incorporation of the Chapter.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Chapter 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. In addition, the Chapter shall maintain a single Corresponding Member category with rights and privileges as stated in the Association Bylaws.

Section 2: Rights and Privileges of Members

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

Section 3: Admission to membership

Only those persons assigned by the Association may be members of the Chapter. The category of membership shall be that assigned by the Association.

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 Chapter who is suspended by the Association shall have his or her membership privileges suspended in the Chapter. Any member of the Chapter who is expelled from membership in the Association shall be expelled from Chapter membership.

B. The ethical standards of the Association shall be binding on the members of the Chapter as though incorporated into these Bylaws. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's Procedural Document on Disciplinary Action.

Section 6: Reinstatement

A. Individual shall be reinstated to Chapter membership in accordance with Association Standing Rules

B. There shall be no reinstatement fee but persons seeking reinstatement shall pay the dues as provided in the Standing Rules of the Association.

ARTICLE V. COMPONENTS; DISTRICTS, SPECIAL INTEREST GROUPS

Section 1: Districts

A. Definition

A district of the Chapter consists of a group of members whose address of membership is within the geographical boundaries established for the district.

B. Geographical boundaries

1. The Eastern District shall include all those member residing within the geographical boundaries of the following counties: Adair, Atoka, Choctaw, Cherokee, Coal, Craig, Creek, Delaware, Haskell, Hughes, Kay, Latimer, Leflore, Mayes, McCurtain, McIntosh, Muskogee, Noble, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Payne, Pittsburg, Pushmataha, Rogers, Sequoyah, Tulsa, Wagoner, and Washington.

2. The Western District shall include all those members residing within the geographical boundaries of the following counties: Alfalfa, Beaver, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cimarron, Cleveland, Comanche, Cotton, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Greer, Harmon, Harper, Jackson, Jefferson, Johnston, Kingfisher, Kiowa, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Oklahoma, Pontotoc, Pottawatomie, Roger Mills, Seminole, Stephens, Texas, Tillman, Washita, Woods, and Woodward.

C. Formation

The Executive committee may establish a District as prescribed in the Standing Rules.

D. Membership

District membership assignment shall be determined by the county in which the address of record with the Association is located. Members may petition the Executive Committee of the chapter for assignment to another district if such will facilitate opportunities for their greater professional participation. Such changes of district assignment shall be determined by the Chapter Executive Committee.

E. Structure

1. A District shall enact Bylaws or Rules of Order that, in their original form or as amended shall be consistent with the Association or the Chapter Bylaws, and shall be approved by the Chapter Executive Committee.

2. The elected officers of the District shall be Chairperson, Vice-Chairperson, Secretary, Treasurer and Director. The Chairperson and Director shall serve on the Board of Directors of the Chapter.

3. The District Chairperson and Secretary shall be elected in uneven numbered years. The Vice Chairperson, Treasurer, and Director shall be elected in even numbered years.

F. Obligations

1. Further the object and functions of the Chapter as set forth in these Bylaws, within its territorial jurisdiction.

4. Hold a minimum of three meetings annually. Meetings may not be

scheduled at times conflicting with Chapter or Association meetings.

5. Conduct its affairs in accordance with its Bylaws or Rules of Order.
6. Maintain complete and accurate financial records that are submitted annually to the Chapter Treasurer for review and inclusion in the Chapter annual financial report.
7. Limit attendance at District business meetings to Association members and invited guests approved by the District Officers.
8. Submit a written annual report of District activities within the (10) days following the end of the fiscal year. This will be published in the Chapter Newsletter prior to the annual meeting. Other oral or written reports of District officers and committee chairpersons shall be presented at the request of the Chapter Board of Directors.

G. Finance

1. The District shall have no dues.
2. Allocation of Chapter funds to each District shall be determined by the Board of Directors of the Chapter.
3. The District shall not levy special assessments that carry punitive action or loss of good standing.

H. Limitations

In addition to those stated in other sections of Article V of these Bylaws, Districts are subject to the following limitations:

1. The Bylaws and policies of the Association and of the Chapter. If the District Bylaws, rules or resolutions are inconsistent with the Bylaws and policies of the Association and of the Chapter, the part or parts of the District Bylaws, rules or resolutions that are inconsistent are void and of no effect.
2. Policies adopted by the Chapter membership or Board of Directors.
3. No District shall profess nor imply that it speaks for or represents the Chapter or members other than those currently holding membership in the District unless authorized to do so in writing by the Chapter Board of Directors.

I. Dissolution or Merger

1. A District may be voluntarily dissolved by:
 - a. A petition signed by a majority of its members eligible to vote. Multiple copies of the petition may be used. All copies of the petition must be filed with the Executive Committee within six (6) months after the petition is first promulgated, which date shall be stated on each copy thereof. The Executive Committee shall examine the petition to determine if it has been signed by a majority of the members of the District. If the Executive Committee determines that a majority of the District's members have signed the petition, it shall certify to the District that it is dissolved; otherwise it shall certify to the District that the petition failed for lack of a majority.
 - or
 - b. By mail vote. The question must be mailed to all members

with the right to vote within two (2) weeks of the decision to submit it to the membership. Ballots must be accompanied by a support statement from those submitting the question and another by a committee of members having opposing views. To be counted, ballots must be returned within two (2) weeks from the date of mailing. One-third (1/3) of the ballots mailed must be returned and the membership category of the member validated for a mail vote to be counted. The preparation and distribution of the ballot shall be according to the procedure stated in Standing Rule 6. The question will be deemed to have passed if there is a majority vote for it, unless otherwise specified in these Bylaws.

2. A District which fails to comply with the Association or Chapter Bylaws or policies or its own Bylaws may be abolished, provided it is given an opportunity to be heard in its own defense following at least one month's notice, and at least two-thirds (2/3) of the Board of Directors concur. A District so disciplined shall have the right to appeal to the Chapter membership at its next meeting and the decision of the membership shall be final.

3. Districts may be merged upon submission of a petition for merger signed by a majority of the members in either district or a two-thirds (2/3) vote of those voting by mail ballot and upon approval of the Executive Committee.

J. Property and Records

In the event that the District is dissolved, all property and records in the possession of the District shall, after payment of bona fide debts, be converted to the Chapter. In the case of merger of two Districts, all property and records will be turned over to the continuing District without being returned to the Chapter.

Section 2: Special Interest Groups

A. Purpose

To provide a means by which Chapter members and other professional individuals with common interests and concerns may meet, confer and promote their common interests.

B. Formation

The Executive Committee may establish a Special Interest Group as prescribed in the Standing Rules.

C. Structure

1. Special Interest Group shall enact Bylaws or Rules of Order that, in their original form or as amended, shall be consistent with the Association and the Chapter Bylaws, and shall be approved by the Chapter Executive Committee.

2. Be subject to rules and conditions set down by the Chapter.

3. Have no dues.

D. Obligations

Each Special Interest Group shall:

1. Select a representative to the Chapter Board of Directors who shall have been an Physical Therapist member in good standing of the Chapter for a minimum of one (1) year prior to selection.
2. Hold a minimum of two meetings during each calendar year.
3. Conduct its affairs in accordance with its Bylaws.
4. Maintain complete and accurate financial records.
5. Submit to the Chapter Board of Directors an annual report of it's activities by January 10th of each year and such other reports as may be requested by the Chapter Board of Directors.

E. Limitations

Special Interest Groups are subject to the following limitations:

1. Special Interest Groups must adhere to the Bylaws and policies of the Association and of the Chapter. If the Special Interest Group's bylaws, rules or resolutions are inconsistent with the Bylaws and policies of the Association and of the Chapter, the part or parts of the Special Interest Group's bylaws, rules or resolutions that are inconsistent are void and of no effect.
2. Special Interest Groups shall comply with policies adopted by the Chapter membership or Board of Directors.
3. Not levy special assessments that carry punitive action or loss of good standing..
4. No Special Interest Group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the Special Interest Group unless authorized to do so in writing by the Chapter Board of Directors.

F. Dissolution or Merger

1. A Special Interest Group may be voluntarily dissolved by:
 - a. A petition signed by a majority of its members who are eligible to vote. The petition must be filed with the Chapter Executive Committee within four (4) months of the date the petition is first promulgated.
 - or
 - b. A two-thirds (2/3) vote of those voting by mail ballot. The mail ballot shall be sent to all members listed on the membership roster by the Chairperson. The mail ballots shall be returned directly to the Secretary of the Chapter who will tally the votes and report the results to the Chapter Executive Committee no later than four (4) months after the dated ballots are first promulgated.
2. If a Special Interest Group fails to comply with Chapter policies or its own Bylaws, it may be abolished, provided it is given an opportunity to be heard in its own defense following at least one month's notice, and at least two-third (2/3) of the Chapter Board of Directors concur. The Special Interest Group, if so disciplined, shall have the right to appeal to the Chapter membership at its next meeting and the decision of the Chapter membership shall be final.
3. Special Interest Groups may be merged upon submission of a

petition for merger signed by a majority of the members of each Special Interest Group or a two-thirds (2/3) vote of those voting by mail ballot and upon approval of the Chapter Executive Committee.

G. Property and Records

1. In the event that a Special Interest Group is dissolved, all property and records in the possession of the Special Interest group shall, after payment of bona fide debts, be converted to the Chapter. In the case of merger of two Special Interest Groups, all property and records will be turned over to the continuing Special Interest Group without being returned to the Chapter.

ARTICLE VI. MEETINGS

Section 1: Number

A minimum of two (2) business meetings shall be held during the fiscal year. Additional meetings as are necessary may be called by the President upon approval of the Board of Directors. A Special Meeting must be called upon a written petition of fifty percent (50%) of the chapter membership eligible to vote. No meeting shall conflict with Association functions or meetings. The first business meeting of the fiscal year shall be the Chapter Annual Meeting. There shall be a minimum of one (1) Chapter educational meeting each fiscal year which may be held in combination with a business meeting.

Section 2: Notice of Meetings

Notification of the Chapter Annual Meeting shall be sent to the members a minimum of thirty (30) days prior to the meeting by means of announcement in the Chapter newsletter. Notice of all other meetings shall be sent to the members at least twenty (20) days prior to the meeting.

Section 3: Quorum

A quorum for the transaction of business at any regular or special meeting shall consist of one-tenth (1/10) of the members eligible to vote according to the most recent Chapter membership roster from the Association.

Section 4: Conduct of Business

A. Responsible Officers

The officers responsible for the conduct of business shall be President, First Vice-President and Secretary. These officers' responsibilities shall be as defined in Rule 5 of the Standing rules.

B. Voting

1. Any question may be placed before the voting membership by mail ballot on the following conditions:
 - a. By a two-thirds (2/3) vote of the Board of Directors or
 - b. By a two-thirds (2/3) vote of the members at a

scheduled meeting, a quorum being present.

c. Mail ballots shall be conducted in accordance with Standing Rules of the Chapter, provided however that ballots must be received within the time limit specified in the initial mailing to be counted, and that one third (1/3) of the ballots mailed must be received and the category of the members validated for a mail vote to be counted and considered valid.

2. Election of officers, members of the Nominations Committee, members of the Ethics Committee, delegates to the Association House of Delegates, Representative to the PTA Caucus, and the requested number of nominees for the Physical Therapy Committee of the Oklahoma State Board of Medical Licensure and Supervision shall be conducted by the following stipulations:

a. Elections shall be by ballot. Officers and a member of the Nominations Committee, shall be elected by a majority of the votes cast by the members present who are eligible to vote at the Chapter Annual Meeting. Members of the Ethics Committee, delegates and nominees for the Physical Therapy Committee of the Oklahoma Board of Medical Licensure and Supervision shall be elected by a plurality of the votes cast. Members of the Ethics Committee and nominees for the Physical Therapy Committee of the Oklahoma Board of Medical Licensure and Supervision shall be elected every year at the Chapter Annual Meeting. Delegates to the Association House of Delegates and Representative to the PTA Caucus shall be elected at the second required business meeting of the fiscal year. In the event of a tie, or failure to obtain a majority of the votes, reballoting shall be held to determine election.

b. A tellers committee shall be appointed by the responsible officers. Such a committee shall consist of three (3) persons, none of whom shall be a nominee or a member of the Nominations Committee. One member of the committee shall be designated as chairperson.

c. Following presentation of the tellers report, the President shall declare the elected officers or the need for reballoting.

Section 5: All meeting minutes shall be submitted to the Association within 45 days after the date of meeting.

ARTICLE VII. BOARD OF DIRECTORS

Section 1: Members:

A. Voting Members

The Board of Directors shall consist of eleven (11) members, who shall be the officers of this Chapter, being the President, First Vice-President, Second Vice-President, Secretary, Treasurer and Chief Delegate, and in addition thereto, the Chairperson and Director of each District and

Representative to the PTA Caucus shall serve as members of the Board of Directors. The immediate past-president may be appointed as a non-voting Member

B. Non-voting attendees

All committee chairpersons and designated representatives from PTA groups plus individuals who have expressed a wish to be heard at a given meeting shall receive notice of all meetings identical to that sent to the voting members of the Board of Directors. All members eligible to vote at chapter meetings may attend and speak at any meeting, except an Executive Session, of the Board of Directors but will not receive the notices sent to designated members.

C. The Board of Directors may call An Executive Session at any time when confidential matters must be discussed, such as discipline problems or contract negotiations. The Board of Directors may invite whomever (e.g. witness) they deem necessary to conduct such business.

Section 2: Qualifications

Only such members of the chapter as are provided for in the Association bylaws, Article IV, section 2 sub-paragraph B.(3).b, who have been members in good standing for a period of at least two (2) years immediately preceding their election, or have served as an officer or committee chairperson of the Chapter or a District for one (1) year, and who have consented to serve, shall be eligible for election to office. Additionally, the President shall have been a voting member of the Chapter Board of Directors within the past four (4) years and the Chief Delegate shall have served as a Chapter delegate to the Association House of Delegates within the past six (6) years. Physical Therapist Assistant, Life Physical Therapist Assistant, Retired Physical Therapist Assistant members may hold office subject to the limitations specified in the Association bylaws, Article V, Section 4, sub-paragraph C.

Section 3: Tenure

Officers of the Chapter, President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Chief Delegate shall serve a term of two (2) years, or until the election of their successors, with privilege of re-election. The President, First Vice-President and the Secretary shall be elected in 2002 and every two years thereafter; the Second Vice-President, and Treasurer shall be elected in 2003 and every two years thereafter. The Chief Delegate shall serve a term of three (3) years, or until the election of their successor, with the privilege of re-election. District Chairpersons shall be elected in uneven calendar years. District Directors and Representative to the PTA Caucus shall be elected in even calendar years. The District Chairpersons and Directors shall serve a term of two (2) years, or until the election of their successors, with privilege of re-election. A member of the Board of Directors may serve no more than two (2) consecutive terms in one position. Any member having served two (2) terms in the same position may be elected, at the expiration of the second term to another position on the Board of Directors, but a term of office must lapse before a member of the Board is eligible for the Board position he has held for two (2) terms. No person shall serve more than eight (8) consecutive years on the Board of Directors. The regular term of office for Chapter President, First Vice-President, Second Vice-President, Secretary, Treasurer and Chief Delegate shall commence on July

1. The regular term of office for District Chairpersons, Directors and Representative to the PTA Caucus shall commence at the adjournment of the meeting at which they are elected. Any officer who fails to implement his duties will be requested by the Board to submit his resignation.

Section 4: Vacancies - How Filled

If, before the expiration of the term for which the President was elected, the President dies, resigns, is removed or becomes disqualified, the First Vice-President shall succeed to the office of President. In the event the First Vice-President succeeds to the office of President, the Second Vice-President shall assume the duties, responsibilities and title of First Vice-President and be next in the line of succession to the office of President. Vacancies created by death, resignation, removal or disqualification of other officers shall be filled by appointment by the Board of Directors for the unexpired portion of the term. Vacancies created by death, removal or disqualification of a District Chairperson shall be filled by the Vice-Chairperson of the District until such time as an election can be held to fill the unexpired portion of the term.

Section 5: Duties of the Board of Directors

Subject to the provisions of these Bylaws, the Association Bylaws, and any policy adopted by the Association House of Delegates or formulated by the Association Board of Directors, and all resolutions and enactments of the membership, the Board of Directors has full power and complete authority to perform all acts and to transact all business for and on behalf of the Chapter and shall:

- A. Carry out the mandates and policies of the Chapter as determined by the membership.
- B. Create, appoint and direct the activities of all committees except the Nominations and Ethics Committees.
- C. Schedule and conduct meetings according to the following provisions:
 - 1. Conduct a minimum of four (4) meetings a year and at such times as necessary to conduct the affairs of the Chapter.
 - 2. Schedule meeting dates, times and locations at the beginning of each fiscal year and publish the information in the first chapter newsletter of that fiscal year.
 - 3. Call a special meeting upon a written petition signed by fifty percent (50%) of the members of the Board of Directors.
 - 4. Conduct meetings by electronic means when the Board deems it necessary; however, the Board shall conduct a minimum of two (2) meetings per year while being physically present in the same geographic location.
 - 5. Utilize a mail/FAX ballot if it is advisable to have a record of the number of votes on an issue. A return of six ballots from voting members of the Board of Directors shall be required for a valid vote. The ballots shall be retained by the secretary until the resulting number of votes are recorded in the minutes of the next regular meeting of the Board of Directors.
 - 6. Have a quorum of six (6) voting members of the Board of Directors for any meeting at which business is conducted.
 - 7. Send notices, including a meeting agenda and information pertinent

to it, to each member of the Board of Directors at least two weeks before any meeting.

D. Present to the members at any regular or special meeting or by correspondence, communications from the Association Board of Directors, the National Office of the Association, the Association House of Delegates, and other matters pertaining to policy and procedures for their information, opinion and/or vote.

E. Submit a report annually at the end of the fiscal year to the Association Board of Directors and at such other times as requested.

F. Appoint an Executive Officer responsible to the Chapter Board of Directors. Payment for such services shall be provided for in the Chapter Strategic Plan and/or budget.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer and Chief Delegate.

Section 2. Meetings

A. Meetings of the Executive Committee shall be called by the President as needed to fulfill the duties assigned to it in these bylaws.

B. There shall be no requirement for a minimum number of meetings during the fiscal year.

C. Three (3) members of the Executive Committee shall constitute a quorum.

D. In the absence of a quorum to conduct business at a called meeting of the Board of Directors, the Executive Committee may be convened to conduct the business of the Chapter.

Section 3. Duties

A. Exercise the power of the Chapter Board of Directors as required in ARTICLE VIII, Section 2, D and according to ARTICLE VII, Section 5, C.

B. Act on all applications for the formation of Districts and approve formation of Special Interest Groups as specified in Article V of these bylaws.

C. Approve District and Special Interest Group Bylaws or Rules of Order.

ARTICLE IX. OFFICERS

Section 1: Titles

The officers of the Chapter are President, First Vice-President, Second Vice-President, Secretary, Treasurer and Chief-Delegate.

Section 2: Duties of Elected Officers

A. The President shall serve as official head and public spokesperson of the

Chapter and shall preside at all meetings of the Chapter, the Executive Committee and the Board of Directors.

B. The First Vice-President shall assume the duties of the President in that person's absence, and may have other responsibilities as defined by the Chapter. This person shall serve as Continuing Education Chairperson for the Chapter.

C. The Second Vice-President shall serve as Public and Professional Relations Chairperson of the Chapter and assume the title and duties of First Vice-President in the event that position is vacated for any reason.

D. The Secretary shall be the Secretary of the Board of Directors, the Executive Committee, and of all meetings of the Chapter.

E. The Treasurer shall be custodian of all Chapter funds, keep a true and accurate account of all receipts and disbursements in a book which shall be the property of the Chapter, and make a report in writing to the Chapter at each business meeting, and a report in writing to the Board of Directors at such time as the Board may request.

F. The Chief Delegate shall perform such duties as specified elsewhere in these Bylaws.

Section 3: Tenure

The tenure of all officers shall be that stated in Article VII, Section 3 of these Bylaws.

Section 4: Termination Responsibilities

Each officer upon termination of service shall put his records in order and transmit them to his successor within one (1) month.

ARTICLE X. DELEGATES

Section 1: Qualifications

Only Physical Therapist members who have been Association members in good standing in any category of membership for two (2) years immediately proceeding may serve as Chapter delegates. A Chapter delegate may not, in the same year, serve as Section Delegate.

Section 2: Election and Term

A. Chief Delegate

1. One member shall be elected as Chief Delegate to the Association House of Delegates.
2. The duties of the office shall include serving on the Board of Directors and Executive Committee of the Chapter, as hereinbefore provided.
3. The term of office shall be three (3) from the date when office is assumed.
4. The Chief Delegate shall be elected at the Chapter Annual Meeting and assume office July 1.

- B. At the second required business meeting of the fiscal year, the Chapter membership shall elect by ballot the additional number of delegates to which it can be reasonably assumed to be entitled. Delegates shall serve three (3) year terms with the privilege of re-election. Delegates shall be elected according to Article VI, Section 4, B, 3 of these Bylaws. Alternate delegates shall be named from those nominated who received the next highest number of votes to those named as delegates. In the event an elected or alternate delegate is unable to serve, the Chief Delegate shall name a replacement, who is willing to serve, from among the qualified Chapter members in attendance at the Association Annual Conference. If all the delegates to which the Chapter is entitled are not available at the annual session, the Chapter confers on the delegates attending the session the right to cast the vote or votes of the delegates not attending the session.
- C. The names of those members selected to serve as Chapter delegates shall be forwarded to the Association Headquarters immediately after their election but no later than the date set in Standing Rule 9 of the Association.

Proviso: One delegate will be elected in 2009 (to serve a 3 yr term). Two delegates will be elected in 2010. The individual receiving the highest vote will serve a three year term. The individual receiving the second highest vote will serve a one year term. Beginning in 2011, one delegate will be elected each year to serve a 3 yr term.

Section 3: Responsibilities

A. Chief Delegate

1. To attend all meetings of the Chapter Board of Directors.
2. To present material from the Association House of Delegates for discussion, opinion, and/or vote at meetings of the membership and Board of Directors.
3. To present a written report of the proceedings of the Association House of Delegates to the Board of Directors of the Chapter within thirty (30) days of the after the end of the session.
4. To submit a report of the proceedings of the Association House of Delegates for publication in the issue of the Chapter newsletter that follows any meeting of the House of Delegates.
5. To assure that the total vote of the Chapter delegation is cast at all sessions of the House of Delegates of the Association.
6. To inform the Chapter bylaws committee chairperson and parliamentarian of all bylaw amendments approved by the Association House of Delegates.

B. All delegates

1. To attend the Annual and Special Meetings of the House of Delegates of the Association.
2. To present to the Association House of Delegates such matters as are ordered by the Board of Directors and/or voting body of the Chapter.

C. The Chapter shall notify Association headquarters of the names of Chapter Delegates as required by the Association and the Standing Rules of the House of Delegates.

D. The Chapter must be represented in the Association House of Delegates at least every third year.

ARTICLE XI: REPRESENTATIVE TO PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)

Section 1: Qualifications

The qualifications of the representative shall be as stated in the APTA Board policies and procedures.

Section 2: Elections and Term

A: Representative to the PTA Caucus

1. One member shall be elected as Chapter Representative to the PTA Caucus
2. The duties of the office shall be assumed immediately following election.
3. The term of the office shall be two (2) years.
4. The election shall occur at the second required business meeting of the fiscal year.
5. Election shall be by ballot. The Chapter Representative shall be elected by a majority of the votes cast by Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members present who are eligible to vote at the Chapter business meeting.

Section 3: Duties of Representative

- A: To attend the annual and special meetings of the Representative Body.
- B: To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body of the Chapter.
- C: To serve as a voting member of the Chapter Board of Directors.

ARTICLE XII. STANDING COMMITTEES

Section 1: Names

- A. Public Relations
- B. Continuing Education
- C. Nominations
- D. Ethics
- E. Publications
- F. Finance
- G. Legislative
- H. Membership

Section 2: Required Reports

Each of these committees shall make an annual report to the Chapter of the activities of the year by submitting a written report to the Board of Directors within ten (10) days

following the end of the fiscal year. These will then be published in the Chapter Newsletter, which is published prior to the Chapter Annual Meeting.

Section 3: Tenure and Composition

- A. The Committee Chairperson, unless otherwise provided for, shall be appointed by the Board of Directors and serve a term of two (2) years or until their successors are appointed and assume office.
- B. If any appointed committee chairperson dies, resigns, is removed or fails to serve, the Board of Directors shall appoint an eligible member to serve the unexpired portion of the term.
- C. Each committee except the Nominations Committee, Ethics Committee and Finance Committee and unless otherwise provided for in these Bylaws, shall consist of the chairperson, and at least two (2) other chapter members appointed by the Chairperson.
- D. The term of any member of the Ethics Committee who dies, resigns, is removed or fails to serve shall be completed by an eligible chapter member elected at the next scheduled meeting of the chapter membership.

Section 4: Duties

A. Public Relations

The Public Relations Committee, chaired by the Second Vice-President of the Chapter, shall:

- 1. Represent and promote physical therapy before government, other professional and voluntary groups or agencies and the lay public.
- 2. Provide for the dissemination and exchange of information relating to the profession of physical therapy, the activities of physical therapists and the activities of the Chapter.
- 3. Develop, in cooperation with the Association, the highest standard for representation of physical therapy services and education to meet the needs of the people of Oklahoma.
- 4. Be responsible for making necessary arrangements and approving the content of exhibits which indicate association with the Association or Chapter.
- 5. Reports - See ARTICLE XII, Section 2.

B. Continuing Education

The Continuing Education Committee shall be chaired by the First Vice-President of the Chapter. The committee will at a minimum include the Eastern District Vice-Chairperson and Western District Vice-Chairperson. The committee shall:

- 1. Organize the program of each regularly scheduled meeting of the Chapter and shall prepare and issue in time for publication in each issue of the Newsletter the program for the scheduled meeting.
- 2. Develop long-range plans for continuing education offerings within the Chapter.
- 3. Appoint those who are to be on the program and attach the conditions thereto.
- 4. Correlate educational activities within the Chapter.

5. Reports - See ARTICLE XII, Section 2.

C. Nominations

The Nominations Committee of three (3) Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, Retired Physical Therapist Assistant members shall be elected by the membership to serve for three (3) years. One member shall be elected to this committee each year at the Chapter Annual Meeting. The Committee chaired by the senior member shall:

1. Prepare a slate of two (2) or more names for each office to be filled by election at any chapter meeting.
2. Suggest to the membership the requested number of names for nomination to the Physical Therapy Committee of the Oklahoma Board of Medical Licensure and Supervision.
3. Prepare the ballots and conduct the election at the Chapter Annual Business meeting.
4. Present nominations and nominees to the membership at the Chapter Membership Meetings. When nominations are presented to the membership, nominations from the floor for any position shall be in order.
5. Reports - see ARTICLE XII, Section 2.

D. Ethics

The Ethics Committee of six (6) members shall be elected by the membership to serve for three years. Two members shall be elected to this committee each year at the Chapter Annual Meeting. The committee chairman shall be elected by the committee members from the senior members. This committee shall:

1. Receive complaints of ethical violations from the Chapter President.
2. Conduct investigations and hearings according to the Procedural Document on Disciplinary Action of the Association.
3. Draw conclusions from assembled information and make recommendations to the Judicial Committee of the Association."
4. Reports - see ARTICLE XII, section 2. Such report shall contain information only about the number but not nature of the allegations investigated and the dispositions stated in general terms (i.e. dismissal and recommendations made to the Association Judicial Committee.)

E. Publications

The Publications Committee shall:

1. Publish at least three (3) newsletters per year containing information of general interest to members of the Chapter.
2. Distribute the Newsletter preceding the Chapter Annual Business meeting of the Chapter to be received by the membership at least thirty (30) days preceding the meeting. An agenda of the Chapter Annual Meeting written by the President shall appear in this Newsletter.
3. Maintain the permanent files of all issues of the Newsletter.
4. Compile and distribute annually a directory of the Chapter membership, complete with addresses.
5. Reports - See ARTICLE XII, Section 2.

F. Finance

The Finance Committee, with membership composed of District Treasurers and chaired by the Chapter Treasurer, shall:

1. Prepare an annual budget for submission to and approval of the Board of Directors.
2. Periodically review and evaluate the budget and the administration of the budgeted monies.
3. Study all requests by Chapter members for approval of expenditures other than those budgeted and present recommendations for action to the Board of Directors.
4. Administer all Chapter scholarships.
5. Advise the Board of Directors on matters pertaining to financial needs, growth and stability, and investment policies.
6. Ensure compliance with financial obligations to APTA.
7. Reports - See ARTICLE XII Section 2.

G. Legislative

The Legislative Committee shall:

1. Serve as a legislative watchdog.
2. Be responsible for legislative lobbying efforts.
3. Conduct activity as appropriate to inform the membership on matters of legislation pertinent the practice of physical therapy.
4. Reports - See ARTICLE XII Section 2.

H. Membership

The Membership Committee shall:

1. Track and follow membership activities within the chapter.
2. Support/provide information for new and existing members within the Chapter.
3. Actively work on membership recruitment and retention.
4. Reports – See ARTICLE XII Section 2

Section 5: Termination

Upon termination of service, each Committee Chairperson shall put the committee's records in order and transmit them to the next chairperson within one (1) month.

Section 6. Such other committees, standing or special, shall be appointed by the President, with the approval of the Board, as the Chapter, Board of Directors, or Executive Committee deems necessary to carry on the work of the chapter.

ARTICLE XIII. FINANCE

Section 1: Fiscal Year

The fiscal year of the Chapter 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 Chapter's Board of Directors. The Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 3: Dues

A: The annual dues for each membership class shall be:

1. Physical Therapist: \$100
2. Physical Therapist – Post Professional Student: \$10
3. Physical Therapist Assistant: \$65
4. Life Physical Therapist: \$0
5. Life Physical Therapist Assistant: \$0
6. Student Physical Therapist: and Student Physical Therapist Assistant: \$10
7. Retired Physical Therapist: \$50
8. Retired Physical Therapist Assistant: \$30
9. Corresponding: \$20

A. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for an Physical Therapist or Physical Therapist Assistant member.

B. All dues changes approved by the Chapter 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: Reinstatement

There shall be no reinstatement fee charged by the Chapter or Districts.

Section 5: Records

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

ARTICLE XIV DISSOLUTION OF THE CHAPTER

Section 1: Required Vote

The Chapter may be dissolved by a two-thirds (2/3) vote of those members present who are eligible to vote, provided there is a quorum.

Section 2: Notice Required

Notice of the vote to dissolve the Chapter and for disposing of assets and properties of the Chapter, shall be sent to each member of the Chapter, with the call for the meeting, three (3) weeks prior to the date of the meeting at which such action will be voted.

Section 3: Dissolution Procedure

A vote to dissolve the Chapter shall empower the Board of Directors in office at the time of dissolution, to dissolve the Oklahoma Physical Therapy Association, Inc. according to the then effective statutes of the State of Oklahoma as relating to non-profit corporations. All property and records of whatsoever nature in the possession of the Chapter shall, after payment of the bona fide debts, be conveyed to the Association.

ARTICLE XV. PARLIAMENTARY AUTHORITY

In the absence of any provisions in these Bylaws to the contrary, all meetings of the Chapter, the Board of Directors and the Executive Committee shall be governed by the parliamentary rules and usage contained in the then current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, in all cases in which they are not inconsistent with the Association and chapter Bylaws and any special rules of order the Association may adopt. A parliamentarian shall be appointed by the President to advise the President in the conduct of the meetings of the Executive Committee, The Board of Directors and the Chapter according to these BYLAWS and ROBERT'S RULES OF ORDER NEWLY REVISED. In the event such appointee is a member of the Chapter that person shall not be disenfranchised by denial of the right to speak to and vote on issues before the Chapter. The Secretary shall make available to the parliamentarian copies of these BYLAWS and the parliamentarian shall be responsible for distribution of the BYLAWS to all members of the Chapter and shall have copies of these BYLAWS available at each Chapter meeting. The printing of the necessary copies of the BYLAWS to carry out this provision shall be an appropriate expense to be paid out of the Chapter funds by the Treasurer or the President.

ARTICLE XVI. AMENDMENTS

Section 1: Required Votes

These BYLAWS may be amended, in whole or in part, by a two-third (2/3) vote at any meeting of the Chapter, provided that at least three (3) weeks prior to the meeting notice is sent to all Chapter members identifying an electronic location to obtain a copy of the amendments or a number to call to have a copy of the amendments sent by mail. The amended BYLAWS must be submitted to the Board of Directors of the Association for approval. Only after such approval may the amendments be considered in effect.

Section 2: Required for Compliance with Association Bylaws

If the intent of an amendment is editorial or to bring the Chapter's Bylaws into agreement with those of the Association, the required amendment shall be made by the Bylaws Chairperson and shared with the Executive Committee. The Bylaws Chairperson shall notify the Chapter's membership that such amendments have been made. The amended BYLAWS must be submitted to the Component Services Department of the Association to

be reviewed by the Parliamentarian. They will not require a vote of the Chapter members but will be automatically adopted upon approval by the Parliamentarian of the Association

Section 3: Association Approved Amendments to the chapter's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in chapter dues become effective on the first day of the fiscal year following approval).

ARTICLE XVII. ASSOCIATION AS HIGHER AUTHORITY

In addition to these chapter Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by the Association's House of Delegates and Board of Directors policies.

Revisions approved by APTA November 1986
Amendments approved by APTA July 1995
Amendments approved by APTA November 1987
Amendments approved by APTA November 1990
Amendments approved by APTA January 1997
Amendments approved by APTA October 2000
Amendments approved by APTA February 2001
Amendments approved by APTA August 2001
Amendments approved by APTA July 2003
Amendments approved by APTA August 2004
Amendments approved by APTA March 3, 2006
Amendments approved by APTA January 2007