

**OKLAHOMA PHYSICAL THERAPY ASSOCIATION, INC.**  
A Chapter of  
**THE AMERICAN PHYSICAL THERAPY ASSOCIATION, INC.**  
**STANDING RULES**

Adopted March 15, 1986, Amended March 17, 1990, Amended April 1, 1995, Amended April 20, 1996, Amended September 11, 1999, Amended April 28, 2001

**1. GOOD STANDING**

A. Ethical principles and standards shall be:

1. As described for the physical therapist in the CODE OF ETHICS.
2. As described for the physical therapist assistant in STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT.

B. Documents that interpret the ethical principles and standards shall be:

1. For the physical therapist: Guide for Professional Conduct.
2. For the physical therapist assistant: Guide for Conduct of the Affiliate Member

**2. PROCEDURE FOR REINSTATEMENT**

An individual:

A. Whose membership has been revoked for non-payment of dues or who has resigned, provided that no complaint or charge of violation of the ethical principles or standards of the Association was pending at the time of resignation, may be reinstated to membership by payment of all dues for the year at the time the membership was terminated.

B. Who resigned while a complaint or charge of violation of ethical principles or standards of the Association was pending may be reinstated to membership by payment of all dues for the current year and reinstatement of the previously pending complaint or charge.

C. Whose membership was terminated for any cause other than resignation or non-payment of dues may be reinstated to membership by payment of all dues for the current year due at the time the membership was terminated if the Association Board of Directors finds that circumstances occurring after termination warrant reinstatement and that the reinstatement would not be prejudicial to the object and functions or ethical principles or standards of the Association.

**3. FORMATION OF A DISTRICT**

A. To form a new district, a written application signed by five or more active, life, affiliate and life affiliate members shall be sent to the Executive Committee of the Chapter. The Executive Committee of the Chapter shall act on this application at the first following Executive Committee meeting. If approved, the territorial boundaries of the new district shall be determined by the Executive Committee of the Chapter and the members who signed the application for the new district.

B. Bylaws and amendments to be adopted by the District must be compatible with the bylaws of the Chapter and the Association and actions on matters of

policy must be submitted to the Executive Committee of the Chapter. The Executive Committee must act on these matters at the next Executive Committee meeting. If such bylaws, amendments, or matters of policy are not approved by the Executive Committee of the Chapter, the affected district may appeal to the membership of the Chapter at the next annual meeting. The Executive Committee must then act on the matter as instructed by the Chapter membership.

#### **4. FORMATION OF A SPECIAL INTEREST GROUP**

The requirements for establishment of a Special Interest Group are:

1. Submission of a written application signed by ten (10) or more active, life, affiliate or life affiliate Chapter members to the Executive Committee of the Chapter.
2. Approval of Bylaws and amendments by the Special Interest Group that are not in conflict with the Bylaws and policies of the Association and the Chapter and approved by the Chapter Executive Committee.
3. Agreement that the Special Interest Group's actions on matters of policy which impact or have potential impact on the Chapter membership will be submitted to the Chapter Board of Directors for approval.
4. If the Bylaws, amendments or matters of policy submitted are not approved by the Chapter Board of Directors, the proposed Special Interest Group may appeal to the Chapter membership at the next Chapter business meeting. The Chapter Board of Directors must then act on the matter as instructed by the Chapter membership.

#### **5. DUTIES OF RESPONSIBLE OFFICERS**

The officers responsible for the conduct of business at all chapter meetings shall:

- A. Determine if there is a quorum present.
- B. Prepare the Rules of Order and agenda.
- C. Record and report the proceedings of meetings.
- D. Appoint a committee to approve the minutes, a parliamentarian, a time-keeper and a committee of tellers to count the ballots and give full accounting of the balloting.
- E. Limit attendance at the business meeting to Chapter members.
- F. Approve the non-Chapter members and invited guests who will be permitted to attend the business meeting.

#### **6. MAIL BALLOT**

When it is determined that a question will be submitted to the membership for a vote by mail, according to ARTICLE VI, Section 4, B., 2, c of these Bylaws, a ballot shall be prepared and distributed as follows:

- A. The question to be decided and appropriate supporting information along with appropriate opposing information shall be provided with the ballot.
- B. Instructions for completing and returning the ballot shall be printed on the ballot.

- C. The deadline for receipt of ballots at the Chapter's mailing address shall be printed on the ballot, and this deadline shall be no less than two (2) weeks after the date mailed to the members.
- D. An addressed envelope (to the Chapter's mailing address) and a plain envelope shall be included in the mailing.
- E. The ballots shall be mailed by first class mail to each member who is eligible to vote as shown on the most recent membership list from the Association.
- F. The member shall place the completed ballot in the plain envelope, place the plain envelope in the envelope addressed to the Chapter's mailing address, sign the outside envelope and mail it to the Chapter.
- G. The Chapter officers shall be responsible for validating the membership category of the voting member, opening and counting the returned ballots and preparing a report of the results of the vote.
- H. The report of the results of the vote shall be published in the next issue of the Chapter Newsletter.

## **7. ELECTIONS: TELLER'S REPORTS**

The teller's report shall include the number of votes cast for each office, the number of disqualified votes for each office and the number of votes cast for each nominee.

## **8. DUTIES OF ELECTED OFFICERS**

### **A. President**

In addition to the duties stated in Article VIII, section 2, A, the President shall:

1. Be an ex-officio member of all committees, except the Nominations and Ethics Committees.
2. Submit an annual report to the Chapter which shall be published in the issue of the Chapter newsletter which is published just prior to the Chapter Annual Meeting each year.
3. Submit a meeting agenda for publication in the chapter newsletter to be issued just prior to each chapter meeting.

### **B. Secretary**

In addition to the duties stated in Article VIII, section 2, C, the Secretary shall:

1. Attest to the President's signature or other official's signature where the same is required for instruments requiring proper execution and attestation with the corporate seal attached.
2. Keep careful and authentic record of all proceedings of the Board of Directors, Executive Committee and Chapter meetings.
3. Read all papers which may be called for by the assembly.
4. Submit, for publication, a written copy of the minutes of each Chapter meeting and a written report of the minutes of the Board of Directors and Executive Committee meetings to the Publications Committee Chairperson after each such meeting.
5. Submit Chapter business meeting minutes and election results to the Association within Forty-five (45) days of a meeting or election.

### C. Treasurer

In addition to the duties stated in Article VIII, section 2,C, the Treasurer shall:

1. Hold Chapter funds in accounts under the names of the Chapter Treasurer and the Chapter President so that in the event the Chapter Treasurer dies, resigns, is removed or becomes disqualified, the Chapter funds are immediately available to the Chapter by the signature of the President.
2. Have the books of accounts audited annually, and signed by one member of the Chapter who is not a member of the Board of Directors and one person who is not a member of the Chapter. The auditors are to be selected by the Board of Directors.
3. Submit an annual financial report, including the audit, to the Association by the date set by the Association.

## 9. DELEGATE SELECTION

- A. Delegates shall be elected by the membership at the second required business meeting of the fiscal year. A quorum being present, the voting shall be by ballot. A plurality of the vote shall constitute election. Alternate delegates shall be named from those nominated in a descending order of the votes received.
- B. In the event that the necessary number of delegates cannot be elected according to Standing Rule 9. A, the chapter Board of Directors is empowered to appoint the required number of delegates from those who have expressed a willingness to serve.

## 10. DUTIES OF COMMITTEES

### A. Ethics Committee

In addition to the duties stated in Article XI, Section 4, D. the Ethics committee shall:

1. Assure that each committee member is thoroughly familiar with all aspects of the Procedural Document on Disciplinary Action of the American Physical Therapy Association.
2. Appoint an investigator.
3. Review the investigative report.
4. Determine if the complaint should be dismissed or go to a hearing, based on the investigative findings.
5. Carry on appropriate communications with the respondent.
6. Conduct necessary hearings according to the dictates of the "Procedural Document".
7. Draw conclusions based on investigative evidence and obtained at a hearing if one has been held.
8. Make recommendations to the Association Judicial Committee for dismissal or disciplinary action according section 6 of the "Procedural Document".
9. Respond appropriately to any requests for additional information from the Judicial Committee or Board of Directors of the Association.

### B. Nominations Committee

In addition to the duties stated in Article X, Section 4, C, 1. the nominations committee shall:

1. Submit the slate of nominees to the Publications Committee chairperson for distribution to the membership in the Newsletter published immediately before a business meeting.
2. Verify that each individual nominee is qualified to serve in the position for which that person is nominated.
3. Obtain the consent to serve, if elected, from each person being nominated.
4. Request nominations from the floor, assure consent from those so nominated, verify the qualifications to serve and assure addition of those individual's names to the ballot.

#### **11. NOMINATIONS FROM THE FLOOR**

- A. Nominations from the floor may be made at any time prior to the election.
- B. Members eligible to vote shall have the right to make nominations from the floor.
- C. Nominations from the floor must have the consent of the nominee.
- D. The nominator must verify that the nominee is qualified for the office to which nomination is being made.