

**BYLAWS of SOUTH CAROLINA CHAPTER of the AMERICAN PHYSICAL THERAPY
ASSOCIATION**

Adopted September 16, 1972

Amended 1974, 1976, 1978, 1981, 1983, 1986, 1988, 1989, 1990, 1992,
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ARTICLE I: NAME

The name of this organization is the South Carolina Chapter of the American Physical Therapy Association, herein after referred to as the Chapter and Association respectively. The territorial boundaries of the South Carolina Chapter shall correspond with the territory of the State of South Carolina.

ARTICLE II: OBJECT

The object of this Chapter is to further the object of the Association set forth in the American Physical Therapy Association Bylaws and in policy statements made by the House of Delegates.

ARTICLE III: FUNCTIONS

Section A. The functions of the Chapter shall be the same the functions of the Association as established in its Bylaws.

Section B: In addition the following shall be specific functions of this Chapter:

1. To cooperate
 - a. with the American Physical Therapy Association in fostering the continued development of the physical therapy profession.
 - b. with and represent physical therapy before governmental, industrial, other professional educational voluntary groups, agencies and the public.
 - c. with the medical profession.
2. To promote
 - a. professional interest in the understanding of physical therapy in the areas served by the Chapter.
 - b. legislation to protect the interests of the public and the rights of qualified persons involved in the practice of physical therapy in the State of South Carolina.
 - c. and protect the professional status and the economic and general welfare of its members.

ARTICLE IV: MEMBERSHIP

Section A. 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 B. Rights of Members

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

Section C. Qualifications

Only such persons may become members of this Chapter as have been assigned to this Chapter by the American Physical Therapy Association.

Section D. Obligations of Membership (Good Standing)

A member is in good standing in this Chapter if he continues to meet the following obligations of membership.

1. Continues to qualify for his assigned category of membership.
2. Complies with the ethical principles or standards of the Association applicable to the individual membership category.
3. Pays all dues.

The Chapter assumes the responsibility of verifying that a member is in good standing, which involves verification that an individual is in proper membership category, and reports to the Association headquarters any member's loss of good standing.

Section E.

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

Section F. Reinstatement

1. On approval of the Board of Directors, any former member may be reinstated to membership in accordance with the Standing Rules.
2. There shall be no reinstatement fee charged by the Association or its components, but persons seeking reinstatement shall pay the dues as provided in the Standing Rules.

ARTICLE V: DISTRICTS, SPECIAL INTEREST GROUPS,

Section A: Districts

1. Jurisdiction:

Counties shall be assigned to districts as outlined in the Policy and Procedures.

2. Districts Formation/Dissolution

a. Districts shall be formed by presentation of district bylaws to the SCAPTA Board of Directors and documentation of at least two meetings with 10 SCAPTA members in attendance in the last calendar year.

b. An annual report of District activity is due to the Chapter President by December 31 on activities of the District that calendar year.

c. A District shall be dissolved:

1) Upon the written request of 25% of the members of that District

2) When no annual report is submitted to the Chapter President for two consecutive years.

3. The districts shall:

a. Operate under the bylaws or rules of order that shall be consistent with Chapter and Association Bylaws and that shall be approved by the Chapter.

b. Not establish dues.

c. Not levy special assessments that carry punitive action or loss of good standing.

d. Submit an annual report to the Chapter President by December 31.

Section B: Special Interest Groups

1. A Special Interest Group may be formed within the Chapter by presentation of appropriate documentation, including the name and specific purpose of the group. After approval of the Board of Directors and presentation of appropriate SIG bylaws, the special interest group will be officially recognized as a special interest group of the SC Chapter.

2. Special Interest Groups Formation/Dissolution

a. Special Interest Groups shall be formed by presentation of bylaws to the SCAPTA Board of Directors and documentation of at least two meetings with 10 SCAPTA members in attendance in the last calendar year.

b. An annual report of Special Interest Groups activity is due to the Chapter President by December 31 on activities of the Special Interest Groups that calendar year.

c. A Special Interest Groups shall be dissolved:

1) Upon written request of 25% of the members of that

- Special Interest Group
- 2) When no annual report is submitted to the Chapter President for two consecutive years.
3. The Special Interest Group shall:
- a. Operate under bylaws or rules of order that shall be consistent with Chapter and Association Bylaws and that shall be approved by the Chapter.
 - b. Not establish dues.
 - c. Not levy special assessments that carry punitive action or loss of good standing.
 - d. Submit an annual report to the Chapter President by December 31.

Section C: Limitations

Components of the chapter are subject to the following limitations:

- a. The Bylaws and Policies of the Association and the Chapter. If the component bylaws, rules or resolutions are inconsistent with the Bylaws of the Association, the part or parts of the component bylaws, rules, or resolutions that are inconsistent are void and of no effect.
- b. Policies adopted by the Association House of Delegates or by the Board of Directors of the Association or Chapter.
- c. Membership category and rights and privileges for each category only as established in Association Bylaws.
- d. No component shall profess or imply that it speaks or represents the Association or members other than those currently holding membership in the component unless authorized to do so in writing by the Board of Directors.

ARTICLE VI: MEETINGS

Section A: Number

1. A minimum of two regular meetings shall be held during the calendar year. The Chapter meeting preceding the Association Annual Conference shall be the Annual meeting of the Chapter.
2. The Executive Committee shall have the authority to call additional meetings as necessary, providing the meetings do not conflict with Association functions or meetings.

Section B: Notice

1. Notice of all regularly scheduled Chapter meetings shall be sent by the Secretary to the members thirty (30) days prior to the meetings.
2. Special meetings may be called by the Executive Committee or on written request of 50 members, provided at least 15 days notice is sent to all members indicating the business to be taken up.

Section C: Voting Body

The voting body is composed of the Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members of the Chapter.

Section D: Quorum

Twenty-five members eligible to vote shall constitute a quorum.

Section E: Mail Vote

1. When a decision is needed between meetings of the Chapter, there will be a vote by mail. The proposal shall be mailed to all members eligible to vote. Fourteen (14) days from the date of mailing will be allowed for the return of all ballots with a deadline date specified on the ballot. All ballots received after this date shall be null and void.
2. Twenty-five ballots must be returned to constitute a valid election.

Sections F: Meeting Minutes

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

ARTICLE VII: BOARD OF DIRECTORS/EXECUTIVE COMMITTEE/OFFICERS

Section A: Officers

1. Composition and Term
 - a. Officers of the Association shall be President, President-Elect, Vice-President, Secretary and Treasurer and the immediate Past-President and five elected directors.
 - b. The President, Vice-President, Secretary, and Treasurer shall serve a two year term or until the election of their successors. At the termination of the one-year term, the President-elect becomes President. Their term of office shall commence at the close of the Annual meeting at which they were elected or succeeded to office. Officers may not serve more than two full consecutive terms of office in the same office.
 - c. The President assumes office and Vice-President shall be elected during the even calendar years. The President-elect, Treasurer and Secretary shall be elected during the uneven calendar years.
 - d. Three of the five directors shall be elected during the even calendar years with the remaining 2 elected during the uneven calendar years to serve a 2 year term. Directors may not serve more then two full consecutive terms of office.
 - e. Election of officers and directors shall be held at the Annual meeting.
 - f. Results of the election must be forwarded to the Association within forty-five (45) days.

~~32.~~ 32. Qualifications of Officers/Directors

a. President, President-elect, Vice-President

Only such members of the Chapter as are provided for in the Association bylaws, Article IV, Section 3, Subparagraph B. (3).b, who have been members in good standing and who have resided in the State of South Carolina for at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office. A nominee for President must have served on the SCAPTA Board of Directors within the past 10 years.

b. Secretary, Treasurer, Director

Only such members of the Chapter who have resided in the State of South Carolina for one year and who are members of the Chapter as are provided for in the Association bylaws, Article IV, Section 3, Subparagraph B. (3).b, or are Physical Therapist Assistant, Life Physical Therapist Assistant, or Retired Physical Therapist Assistant members in good standing of the American Physical Therapy Association, and who have consented to serve, shall be eligible for election.

23. Vacancies (How filled)

- a. President - If before the expiration of the term for which he was elected the President dies, resigns, or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired term.
- b. President - elect - If before he assumes the office of President, the President - elect dies, resigns, or becomes disqualified, a special election will be held to elect a new president elect.
- c. Vacancies of other offices - Vacancies created by the death, resignation, succession or disqualification of elected persons shall be filled by appointment by the Board of Directors for the unexpired portion of the term. Resignation by Chapter elected persons shall be submitted to each member of the Board of Directors sixty (60) days prior to the effective date of resignation.

4. Duties of the Officers

- a. The President shall:
 - 1) Serve as the official head and public spokesman of the Chapter.
 - 2) Preside at all meetings of the Chapter, the Executive Committee, and the Board of Directors.
 - 3) Be a member of all committees except the Nominating and Ethics Committees.
 - 4) Review duties and responsibilities of Chapter officers and committee chairmen to see that they are properly performed.
 - 5) Have the authority to appoint special committees and chairpersons of those committees with the approval of the board.
 - 6) Maintain an appropriate liaison with the American Physical Therapy Association.
 - 7) Have the authority to secure competent secretarial services

- upon approval of the Board of Directors.
- 8) Submit an annual budget for anticipated expenses to the Board of Directors, by October 15, for their approval.
 - 9) Appoint Directors to be liaisons to the committees, districts, and SIGs.
 - 10) Appoint the chairman to the committees at the beginning of his two year term.
 - 11) Serve as a Chapter Delegate to the APTA House of Delegates each year.
- b. The Vice-President shall.
- 1) Be ready at all times to assume the duties of the President in his absence or inability to perform his official duties.
 - 2) Act as Chapter Parliamentarian without loss of membership rights.
 - 3) Assist the President in the discharge of his duties.
 - 4) Serve as a member of the Board of Directors and Executive Committee.
 - 5) Submit an annual budget for anticipated expenses to the Board of Directors, by October 15, for their approval.
- c. The Secretary shall:
- 1) Keep an authentic record of Chapter proceedings and read the minutes of previous meetings as requested.
 - 2) Be prepared to furnish the exact wording of a motion or motions pending before the Chapter.
 - 3) Serve as a member of the Board of Directors and Executive Committee and keep the authentic record of the proceedings of these meetings.
 - 4) Submit copies of the minutes each meeting of the Chapter Board of Directors, and Executive Committee to the President and members of the Board of Directors within thirty (30) days following the meeting.
 - 5) Submit an annual budget for anticipated expenses to the Board of Directors, by October 15, for their approval.
- d. The Treasurer shall:
- 1) Receive, disburse, and manage appropriately all moneys to the financial benefit of the Chapter in accordance with Chapter policies.
 - 2) Have accounts audited annually by the Executive Committee; present this audit to the Chapter membership.
 - 3) Be bonded at the expense of the Chapter.
 - 4) Submit a written report of the financial status of the Chapter at each regular meeting or upon request.
 - 5) Make no expenditures above the budgeted amount for any Chapter activity which does not have prior approval of the Executive Committee.
 - 6) Serve as a member of the Board of Directors and Executive Committee.
 - 7) Report infractions of dues to the Chapter President and the Board of Directors of the American Physical Therapy Association.
 - 8) Work with the Finance Committee to submit an annual budget for anticipated expenses to the Board of Directors for their approval.
- e. The immediate Past-President shall:
- 1) Serve as a member of the Board of Directors
 - 2) Serve as a member of all standing committees except the Nominating Committee.
- f. The President-Elect shall:
- 1) Serve as a member of the Chapter Board of

- Directors.
- 2) Assist the President in the discharge of his duties, as requested by the President.
- g. The Directors of the Association shall:
- 1) Serve on the Board of Directors as a liaison to appointed committees.

Section B: Board of Directors

1. Membership

Membership shall consist of the President, Vice-President, Secretary, Treasurer, and Chief Delegate, the Representative to the PTA Caucus and five Directors elected by the chapter membership.

2. Duties

- a. Carry out all mandates of the Chapter as determined by the membership. Between meetings of the Chapter, the Board of Directors may make and enforce policies on behalf of the Chapter that are consistent with the mandates and policies determined by the Chapter.
- b. Have full power and complete authority to perform all acts and to transact all business on behalf of the Chapter and to mandate all the property, affairs, work, and activities of the Chapter.
- c. Shall not commit the Chapter to any financial obligation in excess of its available financial resources.
- d. Submit to the membership a report of the proceedings of each meeting of the Board of Directors.
- e. Hold at least three meetings annually. A majority of the members of the Board of Directors shall constitute a quorum.
- f. Present an annual report and such other reports as may be requested to the Board of Directors of the American Physical Therapy Association.
- g. Meet with the outgoing (retiring) member(s) of the Board of Directors, at the conclusion of the Annual meeting at which new officers are elected, for the purpose of orientation in Chapter policies and programs, review and transfer of official files to the appropriate incoming members of the Board of Directors.
- h. Evaluate and approve Chapter budget by November 15th.
- i. Approve the appointment by the President of the chairmen of all standing committees except the Nominating committee.
- k. Notify the membership of Board of Directors meetings at least fourteen (14) days prior to the meeting.
- l. Serve as a liaison to assigned committees, districts, and SIGs.

Section C. Executive Committee

1. Membership

Membership shall consist of the President, Vice-President, Secretary, Treasurer, and Chief Delegate.

2. Duties

The Executive Committee shall:

- a. Be empowered to conduct Chapter business in lieu of regular meetings of the Board of Directors.
- b. Be empowered to call special or additional Chapter meetings.
- c. Shall arrange for an outside firm to perform a desk audit of Chapter affairs annually.
- d. Appoint the Ethics Committee of this Chapter.

ARTICLE VIII: COMMITTEES

Beside such other committees as shall be created by the Board of Directors, except as otherwise provided in these bylaws, the Board shall appoint the following:

1. Nominating Committee:

- a. Shall consist of three eligible members: one member shall be elected each year at the Annual Meeting to serve a term of three years or until the election of his successor. The senior member of the committee shall serve as Chairman. 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.
- b. Function:
 - 1) Develop and publish to the membership annually a description of the mechanisms used by the Committee for selection of the candidates, including interest and experience, qualifications deemed appropriate to each office.
 - 2) Prepare, publish, and distribute to all members eligible to vote, at least fourteen (14) days prior to the election, a slate of consenting nominees for President-elect, Vice-President, Secretary, Treasurer, Directors, Delegates, and Nominating Committee.
 - 3) Submit an annual budget for anticipated expenses to the Board of Directors by October 15, for their approval.
 - 4) Submit an annual written report to the Chapter President by December 31.

2. Finance Committee

- a. Shall consist of at least three members, one of whom is the Treasurer, appointed by the Board of Directors to serve a three year term.
- b. Shall advise the Board of Directors on matters pertaining to

the Chapter's financial needs, growth, and stability based upon periodic review of income, expenditures, and investments.

c. Shall present annual budget to the Board of Directors.

3. Ethics Committee

a. Shall be appointed by the Executive Committee and shall function as the body charged with the responsibility for investigating complaints of violations of ethical standards within the jurisdiction of the Chapter.

b. 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.

ARTICLE IX: DELEGATES TO THE HOUSE OF DELEGATES OF THE AMERICAN
PHYSICAL THERAPY ASSOCIATION

Section A: Qualifications

No delegate may be seated in the House of Delegates unless he is a Physical Therapist member and has been an Association member in good standing for the past two years immediately preceding. The Chapter will be represented at the House of Delegates at least every third year.

Section B: Term and Election

1. The Chief Delegate shall be elected during uneven years at the Chapter Fall meeting to serve a two-year term. The Chief Delegate must have served as a Delegate within the last 10 years. The Chief Delegate may serve a maximum of two (2) consecutive terms. All other delegates to which the Chapter is entitled shall be elected on a staggered basis, with half of the allotted delegates elected during the even years and the remaining half elected during the odd years, to serve a two-year term. The Chapter President shall serve as one of the allotted Delegates.
2. The Nominating committee chairman of the Chapter will notify Association Headquarters of the names of all Chapter delegates as required by the Association and the standing rules of the House of Delegates.
3. The credential card issued by the Association will be signed by the Chapter President.

Section C: Rights and Duties

1. The Chief Delegate shall:
 - a. Be responsible for the Chapter's total voting delegation at the Annual session of the House of Delegates.
 - b. Submit a brief written summary of the business transacted by the House Delegates to the Chapter Board of Directors within (30) days following the close of the Conference.
 - c. Serve as a member of the Board of Directors of the Chapter.

2. All delegates shall:

- a. Register and file his/her credential cards prior to the first meeting of the House of Delegates of the Association Physical Therapy Association.
- b. Present to the House of Delegates such matters as are ordered by the Chapter membership.
- c. Vote at the meetings of the House of Delegates in accordance with instructions and/or policies of the Chapter.

Section D: Allowance

Each delegate shall be funded for their expense as recommended by the Finance Committee and approved by the Board of Directors.

Article X: Representative to the Physical Therapist Assistant Caucus
(PTA Caucus)

Section A: Qualifications

1. The Qualifications of the representative shall be as stated in the APTA Board policies and procedures.
2. The Chapter shall notify the Association headquarters of the name of the Representative, as required by the Association.

Section B: Elections and Terms

At the fall business meeting during uneven calendar years, the Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members shall elect the Representative to which the Chapter is entitled, to serve a two year term. The Representative may not serve more than 2 consecutive terms.

Section C: Duties of the Representative

1. To attend the annual and special meetings of the PTA Caucus.
2. To present to the PTA Caucus such matters as are ordered by the Chapter membership
3. To vote at meetings of the PTA Caucus or on voting sheets in accordance with the instructions and/or policies of the Chapter.
4. Serve on the Board of Directors of the Chapter.

Section D: Allowance

Each Representative shall be funded for their expense as recommended by the Finance Committee and approved by the Board of Directors.

ARTICLE XI: ELECTIONS

Section A: Elections for Officers and Nominating Committee shall be held at the Annual Meeting.

Section B: Elections for Chief Delegate and other Chapter delegates shall be held at the Chapter Fall meeting.

Section C: Ballots

1. Physical Therapist, Life Physical Therapist, and Retired Physical Therapist member shall be entitled to one vote. Each Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant member shall be entitled to one-half vote.
2. All votes shall be written ballots unless there is but one candidate for the office when a voice vote may be called. No nominations from the floor or write in votes will be accepted.
3. Tellers shall be appointed by the presiding officer.
4. Candidates shall be elected by a majority vote, in the case of several candidates for a similar position, for example, delegates for the House of Delegates, the candidate receiving the plurality of votes shall be elected.
5. Members in good standing, determining that they will not be present at a scheduled election, may request in writing the absentee ballot. For elections purposes only, absentee ballots shall count toward the quorum for a meeting. The request must be made to the chapter secretary (7) seven days prior to the scheduled meeting. The ballot will be mailed or faxed to the requesting member. The unopened ballot will be given to the election tellers at the time of the vote.

ARTICLE XII: FINANCE

Section A: Fiscal Year

The fiscal year will run from January 1 through December 31.

Section B: Dues

Chapter Dues are as follows:

Physical Therapist:	one hundred dollars (\$100)
Physical Therapist - Post Professional Student:	one hundred dollars (\$100)
Physical Therapist Assistant:	sixty dollars (\$60)
Life Physical Therapist:	zero dollars (\$0)
Life Physical Therapist Assistant:	zero dollars (\$0)
Student Physical Therapist and Student Physical Therapist Assistant:	five dollars (\$5)
Retired Physical Therapist:	forty dollars (\$40)
Retired Physical Therapist Assistant:	forty dollars (\$40)
Corresponding members:	fifty dollars (\$50)

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, a 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 or Physical Therapist Assistant members are eligible for one year of membership at 50% of the chapter dues rate for a Physical Therapist or Physical Therapist Assistant.

Section C: Dues Changes

All dues changes approved by the Chapter membership and the Association Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

Section D: 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 Executive Board. The Executive Board shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section E: Financial Reports

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

ARTICLE XIII: DISSOLUTION

Section A: The Chapter may dissolve subject to recommendation to dissolve supported by no less than 76% of the members of the Chapter's Board of Directors and 66% of the total membership.

Section B: If the Chapter is dissolved by a written ballot of 66% of the members eligible to vote, or the Charter of the Chapter is revoked, or its existence otherwise terminated, all property and assets become the property of the American Physical Therapy Association.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

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

ARTICLE XV: AMENDMENTS

Section A: Procedure

These bylaws may be amended in whole or in part by a two-thirds vote at any regular or special meeting of the Chapter provided that at least fifteen days prior to the meeting, a copy of the proposed amendments has been sent to the voting body. Prior to notification, the proposed amendment shall be submitted in a timely fashion to the Association Parliamentarian. The chairman of the Bylaws Committee shall notify the Chapter's membership of such amendment(s). Copies of the amended bylaws shall be sent to the Association.

Section B: Automatic Bylaw Change

If the intent of an amendment is editorial or to bring the Chapter's

bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaws Committee Chair and shared with the Board of Directors, The Bylaws Committee Chair shall notify the Chapter's membership that such amendments have been made.

Section C. Amendments

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

ARTICLE XVI: ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by the Association policies.