



**INTRODUCTION TO THE GOVERNANCE & OPERATIONS MANUAL
OF THE
ARIZONA PHYSICAL THERAPY ASSOCIATION**

This **Governance & Operations Manual** (“Manual”) establishes policies, duties, protocol and procedures for the Arizona Physical Therapy Association (AzPTA). In the event of a conflict between this document and the AzPTA Bylaws, the Bylaws shall prevail.

This Manual will be made available to every AzPTA Executive Board member and AzPTA Committee Chair at the beginning of every calendar and fiscal year.

This Manual shall be reviewed no less than annually by the Executive Board. Any additions or revisions to this Manual must be reviewed by the AzPTA Executive Committee and then referred to the Executive Board for discussion and approval upon the affirmative vote of a majority of the Board present at any meeting authorized by the Bylaws (unless the additions or revisions originate during a meeting of the Executive Board or of the AzPTA Membership).

The AzPTA Secretary shall be responsible for updating this Manual as changes occur. Changes to the Manual can be made at any time by following the above procedure.