



BYLAWS

Physical Therapist Assistant Special Interest Group Arizona Chapter - American Physical Therapy Association

ARTICLE I: NAME

The name of this organization is Physical Therapist Assistant Special Interest Group of the Arizona Chapter of the American Physical Therapy Association, herein referred to as the AZPTASIG.

ARTICLE II: OBJECT

The object of the AZPTASIG shall be the object of the Association and the Chapter as stated in their bylaws. In addition, this group is to provide a means for AZPTA to meet and promote the interests of Physical Therapist Assistants.

ARTICLE III: FUNCTION

To cooperate:

1. with the Chapter and Association in fostering the continued development of the Physical Therapy profession.
2. provide for the exchange of information, to and among AZPTASIG members and students enrolled in an accredited Physical Therapist Assistant program, concerning issues confronting the profession of Physical Therapy.

To promote:

1. participation of PTA members in the Chapter, the PTA Caucus and the Association, and to protect the status of the profession of Physical Therapy.
2. the growth of Physical Therapist Assistants practicing in the state of Arizona and encourage continuing education.
3. public awareness of the profession of Physical Therapy.
4. legislation to protect the professional status and the economic and general welfare of its members.

ARTICLE IV: MEMBERSHIP

PTA SIG Member:

Any Physical Therapist Assistant certified in the territory of the state of Arizona and a member in good standing with the Chapter and Association.

Student Member:

Any person enrolled in an accredited Physical Therapist Assistant program in the state of Arizona and a student member in good standing with the Chapter and Association.

Other Memberships:

Any Physical Therapist licensed in the territory of the state of Arizona and a member in good standing with the Chapter and Association.

ARTICLE V: MEETINGS

1. A minimum of 2 regular meetings shall be held during the calendar year. The annual meeting, including elections, shall be held in the Fall.
2. Notice of meetings shall be sent at least 14 days prior to the meeting date to all members and non-members.
3. Only PTA SIG members may make or amend motions.
4. A quorum will comprise of no less than 5% of the total membership of the AZPTASIG.

5. The executive board may call a special meeting with a minimum of 7 days notice with invitations going to all members only.
6. All minutes will be sent to the AZAPTA Board of Directors within 30 days following all meetings.

ARTICLE VI: EXECUTIVE BOARD

Composition

1. Chairperson
2. Co-chairperson
3. Secretary/treasurer
4. PTA Caucus Representative

Qualifications

Must be a PTA member of the Association and Chapter and AZPTASIG in good standing.

Terms of office

1. Two-year term of office
2. No member shall hold the same office for no more than two complete consecutive terms.
3. Vacancies shall be filled by executive board appointment to serve until the next election.
4. The chairperson and Caucus Representative will be elected in odd years. The Co-chairperson and Secretary/treasurer in even years.

Duties of the Executive Board

Chairperson

1. Prepare agenda for all meetings
2. Preside over all meetings
3. Act as spokesperson for the AZPTASIG

Co-chairperson

1. Assume the duties of the chairperson in his/her absence.
2. Assume duties of the chairperson in an event of a vacancy until the next election.
3. Assist the Chairperson in performing all duties as determined by the Chairperson .
4. Shall maintain AZPTASIG membership records.
5. Act as liaison to AZPTASIG membership committee.
6. Notify members and non-members of all meetings

Secretary/treasurer

1. Responsible for keeping minutes for all meetings.
2. Will submit all minutes to the Chapter and AZPTASIG Chairperson within 30 days.
3. Act as liaison to AZPTASIG finance committee.

PTA Caucus Representative

1. Serve as liaison to AZPTA Board of Directors and PTA Caucus.
2. Serve on nominating committee.
3. Additional duties as outlined in the AZ Chapter Bylaws

ARTICLE VII: FINANCE

Fiscal Year

The Fiscal year shall be from January 1 to December 31.

Dues

No dues will be collected at the initial formation of the AZPTASIG.
They may be instituted at a later date.

ARTICLE VIII: COMMITTEES

Nominating Committee

1. Will consist of 1-2 members elected by the membership and the PTA Caucus Representative. Each elected member shall be elected to a two-year term.

2. Shall prepare a slate of one or more candidates for each office to be elected that year, including the PTA Caucus Representative.
3. The prepared slate of candidates shall be presented to the AZPTASIG no later than six weeks prior to election.
4. Shall serve as teller and report the election results to the membership.
5. Shall foster activities that maintain and promote a pool of nominees.
6. The Board shall appoint an interim officer to serve until the next election when a position becomes vacant.

Membership/Publications Committee

1. Shall consist of 2 appointed members who will serve a two-year term with alternate years. The Board shall fill any vacancies until the end of the term and then a new member will be appointed.
2. The duties shall be to recruit new members through mailings, speaking engagements, announcements and other avenues as directed by the Board.
3. At least one member shall participate in the AZ Chapter Membership Committee.

Finance Committee

1. Shall be filled by the Secretary/treasurer until the PTASIG membership can support the filling of this committee.
2. The duties shall be to audit the Treasurer reports and submit annual budget reports and program plans to the Board .

ARTICLE IX: ELECTIONS

1. All elections shall be held at the time of the Fall Chapter meeting.
2. Voting procedure shall be as outlined in the Az Chapter Bylaws.
3. Tellers shall be the same as the Nominating Committee, or two members of the Executive Board.
4. Candidates shall be elected by a majority vote.
5. Each member shall be entitled to one vote.
6. Only PTA members and Student members may vote.
7. Officers will assume their duties immediately following the Fall Chapter meeting.

ARTICLE X: DISSOLUTION

1. The group may dissolve subject to a recommendation to dissolve supported by no fewer than 2/3 of the members voting in a referendum on the question to dissolve.
2. If the group is dissolved, all property and records, of whatever nature, in the possession of the group shall, after payment of its bon fide debts, be conveyed to the Chapter

ARTICLE XI: BYLAWS

The members may amend these bylaws with a 5% vote, a quorum being present at any meeting of the AZPTASIG. A copy of the proposed amendments must be sent electronically to all members of the AZPTASIG at least 21 days prior to the meeting.