

**Northwest Indiana District, Indiana Chapter, Inc.
American Physical Therapy Association**

Article I: NAME

The name of this organization is the American Physical Therapy Association, Indiana Chapter, Incorporated, Northwest Indiana District, hereinafter referred to as NWI District, which is a District of the Indiana Chapter, Inc., hereinafter referred to as Chapter, which is a Chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

The geographic distribution of the NWI District is comprised of the counties of Jasper, Lake, Porter, LaPorte and Newton in Indiana.

Article II: OBJECT

The object of this NWI District shall be the object of the Association as stated in the Association bylaws.

Article III: FUNCTIONS

The functions of the NWI District shall be the same as the functions of the Association as stated in the Association bylaws.

The NWI District does not speak for or represent the Chapter or members other than those currently holding membership in the NWI District, unless authorized to do so by the Chapter's Board of Directors.

Article IV: MEMBERSHIP

Section 1: Admission to Membership

Admission to NWI District membership is by assignment by the Chapter's Board of Directors.

Section 2: Classes and Qualifications of Members

The NWI District membership classes and qualifications for Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, Student, and Student Physical Therapist Assistant shall be the same as those of the Association.

Section 3: Rights and Privileges of Members

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

Section 4: Good Standing

An individual is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

Any member of the NWI District who is suspended shall have their membership privileges revoked from the Association, from the Chapter and from the NWI District. Any member who is expelled from membership in the Association shall be expelled from NWI District membership.

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

Individuals are reinstated to NWI District membership in accordance with the Association's Standing Rules. The NWI District may not charge a reinstatement fee.

Article V: EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the Chairperson, Secretary, and Treasurer. The immediate past-chairperson of the NWI District may be an ex-officio member.

Section 2: Qualifications of Officers

Physical Therapist and Life Physical Therapist members of the NWI District who have been in good standing in the Association for at least one (1) year immediately preceding their election shall be eligible for District office. Physical Therapist Assistant and Life Physical Therapist Assistant members of the NWI District who have been in good standing in the Association for at least one (1) year immediately preceding their election shall be eligible for District office, with the exception of President or Vice President.

Section 3: Term of Offices

The Chairperson, Secretary and Treasurer shall serve for a period of two years. Elections for Chairperson will be completed no later than November 30 of even numbered years, and elections for Secretary and Treasurer will be completed no later than November 30 of odd numbered years. The newly elected officers shall assume office on January 1 of the year following their election.

Section 4: Vacancies

A. If a NWI District Chairperson dies, resigns, is removed, fails to serve or becomes disqualified before the expiration of the term for which he or she was elected, the NWI District, at its next regular meeting, shall elect a new NWI District Chairperson to succeed to the office vacated for the unexpired portion of the term.

B. All other vacancies created by death, resignation, removal, failure to serve, or disqualification of other officers shall be filled by appointment by the Executive Committee for the unexpired portion of the term.

Section 5: Duties of the Executive Committee

A. Shall carry out the mandates and policies of the NWI District as determined by the membership.

B. Shall, subject to the provisions of these Bylaws and the resolutions and enactments of the membership, have full power and complete authority to perform all acts and to transact all business for and on behalf of the NWI District.

C. Shall create, appoint, and direct the activities of all committees.

D. Shall meet as necessary to conduct the affairs of the NWI District.

A minimum of two-thirds (2/3) of the members of the Executive Committee shall constitute a quorum.

E. Shall bring before the members at regular or special meetings or by correspondence communications from the Chapter or Association for their information, opinion, or vote.

F. Shall make a report semi-annually, or as requested, to the Executive Board of the Chapter, to the Board of Directors of the American Physical Therapy Association, and to the members of the NWI District.

Section 6: Duties of Elected Officers

A. The Chairperson shall serve as official head and public spokesman of the NWI District and shall preside at all meetings of the NWI District and NWI District Executive Committee. He or she shall be an ex-officio member of all committees except the Nominating Committee. The chairperson shall act as neutral member of the NWI District in voting matters and will exercise the right to vote only to resolve a tie vote or when the vote is by secret ballot.

B. The Secretary shall be the Secretary of the NWI District and the NWI District Executive Committee. The secretary shall record the minutes of the meetings of the NWI District and NWI District Executive Committee and shall carry on the official correspondence of the NWI District, including such matters as notifying officers of elections, and sending notices as requested by the NWI District Executive Committee.

C. The Treasurer shall serve as Chairperson of the Finance Committee and shall be the custodian of all funds of the NWI District. The Treasurer is responsible for keeping true and accurate accounts of all receipts and disbursements. Said accounts shall be the property of the

NWI District and shall be audited by the NWI District Auditing Committee annually. The Treasurer shall file annually the year-end report with the Chapter.

D. Each officer shall submit a written annual report to the NWI District.

Article VI: FINANCES

Section 1:

The fiscal year of the NWI District shall be the same as that of the Chapter.

Section 2:

The NWI District shall develop and maintain ethical revenue producing activities.

Section 3: Dues and Assessments

The NWI District may not levy dues or special assessments on the membership.

Article VII: MEETINGS; VOTING BODY; ELECTIONS

Section 1: Number

A minimum of four (4) regular meetings shall be held each year. Additional meetings, as necessary, may be called by the NWI District Chairperson. Notice of the meeting shall be sent to the members at least ten (10) days prior to the date of the meeting.

Section 2: Voting Body

- A. The voting body shall be Physical Therapist, Life Physical Therapist, Physical Therapist Assistant and Life Physical Therapist Assistant members of the NWI District. A vote on any matter may be made at a regular meeting or special meeting, properly called, provided that proper procedures have been followed as stated in these bylaws.
- B. A mail vote may be conducted provided that members receive ballots and instructions thirty (30) days prior to the announced deadline for return. When a mail vote is used, a minimum return of 15 ballots is needed for a quorum.
- C. Except where stated otherwise in these Bylaws, a majority vote of those responding shall determine the action to be taken by the NWI District.

Section 3: Quorum

A minimum of ten (10) voting members shall constitute a quorum.

Section 4: Elections

- A. A nominating committee shall be appointed by the Executive Committee, no later than September of each even numbered year, to prepare a slate of one or more names for the NWI District office of Chairperson. A Nominating Committee shall be appointed by the Executive Committee, no later than September of each odd numbered year, to prepare a slate of one or more names for the offices of Secretary and Treasurer. The slate of candidates shall be presented to the membership, no later than, at the October meeting and elected, no later than, at the November meeting. Only those persons consenting to serve shall be nominated.
- B. Elections shall be by ballot unless there is but one nominee for each office when a voice vote may be called. A plurality vote is necessary for election.

Article VIII: STANDING COMMITTEES

Section 1: NAMES

- A. Ways and Means Committee.
- B. Program Committee.
- C. Other committees may be appointed by the Executive Committee.

Section 2: Major Committee Responsibilities

- A. The Ways and Means Committee shall recommend, devise and implement methods of raising revenue for the NWI District.
- B. The Program Committee shall prepare and present an annual schedule of meetings and topics.

Section 3: Tenure

All of the standing committees, unless otherwise provided for, shall be appointed by the NWI District Executive Committee and shall serve for two year terms or until their successors are appointed and assume office. The Chairperson of the committees shall be designated by the Executive Committee.

Section 4: Vacancies

If an appointed member dies, resigns, is removed or fails to serve, the Executive Committee shall appoint an eligible member to serve the unexpired portion of the term.

Section 5: Required Reports

Each of these committees shall make an annual report to the NWI District of activities of the year and shall submit reports to the Executive

Committee upon request.

Article IX: DISSOLUTION

The NWI District wishing voluntary dissolution shall submit a written request and justification to the Chapter Board of Directors, which shall set a hearing within thirty (30) days following receipt of such request. Upon concurrence of two-thirds (2/3) the Board of Directors, the NWI District may be dissolved. In the event the NWI District is dissolved, all properties and records of whatsoever nature shall, after payment of bonafide debts, be conveyed to the Chapter.

Article X: AMENDMENTS

These Bylaws may be amended in whole or part by a two-thirds (2/3) vote of the eligible NWI District members present, at any meeting of the NWI District provided that at least ten (10) days prior to that meeting a copy of the proposed amendments have been sent to the members of the NWI District. The Executive Committee shall have the authority to make changes in the Bylaws incorporating changes that have been made at the Association or Chapter level. These changes will be made without a vote from the voting body.

Article XI: PARLIAMENTARY AUTHORITY

In the absence of any provision in these Bylaws to the contrary, all meetings of the NWI District and of 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.

Adopted: January 8, 1998

Reviewed by Rick Reuss, P.T., Chairman, Indiana Chapter Bylaws, October 2005