

**SOUTHEAST DISTRICT  
INDIANA CHAPTER, INC.  
AMERICAN PHYSICAL THERAPY ASSOCIATION**

**ARTICLE I.           Name**

- A.     The name of this organization is the American Physical Therapy Association, Indiana Chapter, Incorporated, Southeastern District, (hereinafter referred to as District), which is a district of the Indiana Chapter, Inc. (hereinafter referred to as the Chapter), which is a component of the American Physical Therapy Association (hereinafter referred to as Association).
  
- B.     The geographical jurisdiction of the District includes the counties of Floyd, Clark, Crawford, Jefferson, Switzerland, Ohio, Dearborn, Harrison, Ripley, Orange, Washington, Scott, Jackson, Lawrence, Monroe, Brown, Bartholomew, Decatur, Jennings, and Franklin in the state of Indiana.

**ARTICLE II.           Object**

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

**ARTICLE III.          Functions**

- A.     The functions of the District shall be the same as the functions of the Association as established in its bylaws.

**ARTICLE IV.          Membership**

Section 1.

Classification and qualifications for membership areas stated in the Association bylaws. (Article IV, Section 1)

Section 2.

The rights and privileges of the District's members shall be identical to those established in the Association bylaws for the various classes of members. (Article IV, Section 2)

Section 3.

Admission to District membership is by assignment by the Chapter Board of Directors. Any member desiring to be assigned to a District different from that which the member is geographically assigned may do so by filing a written petition to the Chapter Board of Directors.

Section 4.

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

Section 5.   Disciplinary action

- A.     Any member who is suspended shall have their membership privileges

revoked from the Association, from the Chapter, and from the District. Any member expelled by the Association shall also be expelled from the District.

- 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 V. Special Interest Groups**

The District may create special interest groups within its territorial jurisdiction. Said groups shall operate under District bylaws and shall not collect dues. The District shall not be obligated for any debts incurred by a special interest group unless the group has been specifically authorized in writing by the District's Executive Committee to act on behalf of the District.

## **ARTICLE VI. Meetings**

### Section 1.

A minimum of four (4) meetings shall be held annually to conduct business. A minimum of ten (10) voting members shall constitute a quorum.

### Section 2.

Special meetings may be called by the Executive Committee or any ten (10) members, provided that thirty days notice is given to all members. Attendance is limited to District members and invited guests approved by the District officers. A quorum shall consist of ten (10) members, including at least two officers.

### Section 3.

The voting body shall be the same as the voting body of the Chapter as established in the Chapter bylaws: Article VII, Section 2.

### Section 4.

Except where otherwise stated in these bylaws, the Executive Committee may determine the need for an electronic vote. When an electronic vote is used, a minimum return of fifteen (15) ballots is needed for a quorum. If an electronic vote is to be taken, members shall receive ballots and instructions at least thirty (30) days prior to the announced deadline for return.

### Section 5.

Except where otherwise stated in these bylaws, a majority vote of those responding will determine the action to be taken by the District.

## **ARTICLE VII. Executive Committee**

### Section 1.

The Executive Committee shall consist of the officers and the Chairpersons of all Standing Committees. The officers of the District shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

### Section 2. Qualifications for Office

Only members of the District who have been members in good standing for a

period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office. Affiliates and Life Affiliates may hold office subject to the limitations specified in the Association bylaws, Article V, Section 4, Sub-paragraph C.

**Section 3. Terms and Vacancies**

- A. Officers elect shall assume office on July 1 following their election and shall serve for two (2) years. No members shall serve more than two (2) complete, consecutive terms in the same office.
- B. In the event of a vacancy in the office of the Chairperson, the Vice Chairperson shall succeed to the office of Chairperson for the unexpired portion of the term. All other vacancies shall be filled by appointment of the District Executive Committee for the unexpired portion of the term.

**Section 4. Duties**

Subject to the provision of these Bylaws, the Executive Committee has full power and complete authority to perform all acts and to transact all business for an on behalf of the District.

- A. Assures that the District assumes the obligations and limitations set forth in the Chapter Bylaws.
- B. Carries out the mandates and policies of the District as determined by the membership.
- C. The Southeast District does not speak for or represent the Chapter or members other than those currently holding membership in the Southeastern District, unless authorized to do so by the Chapter's Board of Directors.
- D. Creates/appoints special committees and directs the activities of all committees.
- E. Brings before the members at meetings or by correspondence, communications from the Association for their information, opinion and/or vote.
- F. Maintains liaison with the Chapter and informs the District members of all matters pertaining to the welfare of the organization.
- G. Makes a report annually, or as requested, to the Board of Directors or to the membership.

**Section 5. Meetings**

- A. The executive Committee shall meet at least two (2) times per year and other times as necessary to conduct the affairs of the District.
- B. A special meeting may be called at the request of any member of the Executive Committee, provided that five (5) days notice is given to members of the Committee. A majority of Executive Committee members shall constitute a quorum.

**ARTICLE VIII. Officers**

**Section 1. The District officers and duties shall be as follows:**

- A. Chairperson - Serves as the official head of and public spokesman for the District and presides at all meetings of the District and the Executive

Committee; is an ex-officio member of all committees except the Nominating Committee; acts as a neutral member of the District in voting matters and exercises the right to vote only to resolve a tie vote, to make a tie vote, or when vote is by secret ballot.

- B. Vice Chairperson - Assumes the duties of the Chairperson during absence or vacancy of that office, makes location and speaker arrangements for all District meetings; develops and circulates meeting notices.
- C. Secretary - Records minutes of the meeting of the District and the Executive committee. Carries on the official correspondence of the District including such matters as notifying officers of election and sending notices as requested by the Executive Committee, and registers attendance at all meetings. Maintains a file of newsletters from the Indiana Chapter, related professional groups and health agencies.
- D. Treasurer - Assumes responsibility for the receipt, disbursement, and accurate recording of all District funds. Presents a written report of the status of the District at District and Executive Committee meetings. Serves on the Chapter Finance Committee.
- E. Nominating - Shall be composed of three (3) members elected by the District membership. One member shall be elected annually and shall serve a term of three (3) years; the senior members shall act as Chairperson. They shall prepare a slate of candidates for District elections and assist in any occasions where Chapter nominations are solicited.

Section 2.

Each officer shall submit a written annual report to the District Chairperson and whenever requested by the District Executive Committee.

**ARTICLE X. Elections**

Section 1.

Electronic elections shall be held in the Spring. One or more candidates consenting to serve shall have their names placed in nomination by the District Nominating Committee. Only those consenting to serve shall be nominated. In even number years, elected officers shall include: Chairperson and Treasurer; also one (1) member of the Nominating Committee shall be elected. In the odd number years, elected officers shall include: Vice Chairperson and Secretary; also one (1) member of the Nominating Committee shall be elected.

Section 2.

A Tellers Committee will be appointed by the Executive Committee to collect and tally the votes.

**ARTICLE XI. Finances**

Section 1.

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

Section 2.

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 District's Executive Committee. The Executive Committee shall not commit the District to any financial obligation in excess of its current financial resources.

**ARTICLE XII. Dissolution**

Section 1.

The District wishing voluntary dissolution shall submit a written request and justification to the Chapter Board of Directors who shall set a hearing within thirty (30) days following receipt of such request. Upon concurrence of two-thirds (2/3) of the Board of Directors, the District may be dissolved. Section 2 In the event that the District should dissolve, all property and records of whatsoever nature in the possession of the District shall, after payment of its bona fide debts, be conveyed to the Chapter.

**ARTICLE XIII. Parliamentary Authority**

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

**ARTICLE XIV. Amendments**

Section 1.

These Bylaws may be amended or revised by a two-thirds (2/3) vote of at least a quorum of the eligible District members. The vote may be taken at a regular or special district meeting, provided that the members have thirty (30) days in which to review any proposed amendments before the vote is taken.

Section 2.

If the intent of an amendment is editorial or to bring the District's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaws Chairperson and approved by the Executive Committee. The Bylaws Chairperson shall notify the District membership of such amendment.

Section 3.

Amendments to the District Bylaws become effective upon approval in writing by the Chapter's Board of Directors.

**ARTICLE XV. Association As Higher Authority**

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

Amended March, 1996, March, 1998

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

Reviewed and updated by Rob Sillevs, PT, Chairman, Indiana Chapter Bylaws Committee, February 2013

Reviewed and updated by Southeast District Committee; Nate Nevin, Chairmen; Robin Sprigler, Vice Chair; Loel D'Souza, Secretary; Krupa Patel, Treasurer; Diana Richmer, Bylaws Chair. November 2013

Reviewed and amended by Diana Richmer, PT, Bylaws Committee, May 4, 2016.

