

**BYLAWS of the ACADEMY OF ONCOLOGIC PHYSICAL THERAPY
of the AMERICAN PHYSICAL THERAPY ASSOCIATION, INC.**

ARTICLE I. NAME AND RELATIONSHIP TO THE AMERICAN PHYSICAL THERAPY ASSOCIATION

The Academy of Oncologic Physical Therapy of the American Physical Therapy Association, Inc., hereafter referred to as the Academy (also known as APTA Oncology), shall be a section of the American Physical Therapy Association, hereafter referred to as the Association.

ARTICLE II. PURPOSE

The purpose of the Academy shall be to provide a means by which Association members having a common interest in Oncologic Physical Therapy may meet, confer and promote these interests.

ARTICLE III. OBJECTIVES

The objectives of the Academy shall be to:

- A. Create a forum for persons whose skills and knowledge concerning oncologic physical therapy can be enhanced for mutual benefit to society and the profession of physical therapy through:
 - 1. Development and improvement of physical therapy education and practice.
 - 2. Identification, coordinated action, communication, and fellowship to meet the needs of its members.
- B. Provide a forum for exchange of knowledge, ideas, and skills pertaining to the practice of physical therapy in all levels of cancer care.
- C. Improve oncology patient care by increasing public awareness of the contribution of physical therapy in the care of the cancer patient and family.
- D. Provide the Association, physical therapy educational programs, and the community, guidance concerning the involvement of physical therapy in oncology services.
- E. Promote physical therapist, physician, and other health care professional interest in the positive aspect of oncology rehabilitation.
- F. Promote the concepts of optimal quality of life through quality of care for those patients with terminal disease.
- G. Encourage research, promote the development of new knowledge, and foster contributions to the professional literature.
- H. Conduct programs devoted to oncology issues of interest to members of the Association.
- I. Provide such services as will further the objects of the Academy.

ARTICLE IV. MEMBERSHIP

Section 1. Categories and Qualifications of Members

The Academy 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.

Section 2. Rights and Privileges of Members

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

Physical Therapist Assistants, Retired Physical Therapist Assistants, and Life Physical Therapist Assistants shall have one vote at the Academy level.

Section 3. Application for and Admission to Membership

The payment of Academy dues by members in good standing in the Association shall constitute application for and admission to Academy membership.

Section 4. Good Standing

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 of the Academy who is suspended by the Association shall have their membership privileges suspended from the Academy.
- B. Any member of the Academy who is expelled from membership in the Association shall be expelled from Academy membership.
- C. Any member of the Academy who fails to make payment of required Academy dues shall be expelled from Academy membership.

Section 6. Reinstatement

Any former member of the Academy who is in good standing in the Association may be reinstated to membership in the Academy by payment of the required Academy dues.

ARTICLE V. REGIONAL AND SPECIAL INTEREST GROUPS

Section 1. Regional Groups

A. Name

Regional Committee

B. Purpose

Members of the Academy residing or working in a defined geographic region may meet, confer, and promote their interests in oncologic physical therapy and the interests of their respective region.

C. Formation and Dissolution

Regional groups of the Academy may be established and dissolved in accordance with the rules and conditions set down by the Academy's Board of Directors (BOD). The Academy's BOD may dissolve a regional group if the group has failed to satisfy its obligations or to observe the limitations on regional groups as set forth in the Academy Bylaws. The regional group must be given thirty (30) days' notice of the charges against it and the opportunity to be heard in its own defense. The judgment of revocation must be supported by at least two-thirds of the members of the Academy's BOD.

D. Structure, Obligations and Limitations

- 1. Regions shall operate under Bylaws or Rules of Order that shall be consistent with Academy and APTA Bylaws and that shall be approved by the Academy's BOD.
- 2. The Regional groups are subject to the following limitations:
 - a. Bylaws and policies of the Association and the Academy.
 - b. No regional group shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the regional group unless authorized to do so in writing by the Academy's Board of Directors.
 - c. Regions shall not establish dues.

Section 2. Special Interest Groups

A. Name: Special Interest Group (SIG)

B. Purpose

Members of the Academy having a common interest in a defined specialty area with direct links to oncology may meet, confer, and promote their interests in oncologic physical therapy and the interests of their respective SIG.

C. Formation and Dissolution

SIGs of the Academy may be established and dissolved in accordance with the rules and conditions set down by the Academy's Board of Directors (BOD). In addition, a SIG may dissolve pursuant to the provisions of its bylaws or pursuant to its Articles of Incorporation. The Academy's BOD may dissolve a SIG if the group has failed to satisfy its obligations or to observe the limitations on SIGs as set forth in the Academy Bylaws. The SIG must be given thirty (30) days' notice of the charges against it and the opportunity to be heard in its own defense. The judgment of revocation must be supported by at least two-thirds of the members of the Academy's BOD.

D. Structure

SIGs shall operate under Bylaws or Rules of Order that shall be consistent with Academy and APTA Bylaws and that shall be approved by the Academy's BOD.

E. Obligations

Each SIG shall do the following:

1. Further the object and functions of the Academy as set forth in the SIGs area of interest.
2. Perform the duties and assume the responsibilities that the Academy Bylaws place on SIGs.
3. Conduct its affairs in accordance with its bylaws or standing rules.
4. Maintain complete and accurate financial records that shall be audited annually.
5. Submit to the Academy's BOD annual reports of its activities and other reports as requested by the Academy BOD.
6. Hold an annual meeting of the SIGs general membership.
7. Limit attendance at SIG business meetings to APTA members and invited guests approved by the SIGs officers.

F. Property and Records

If the SIG is dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the group shall, after payment of its bona fide debts, be conveyed to the Academy. In the case of two or more SIGs merging, all property and records will be turned over to the continuing group without being returned through the Academy.

G. Limitations

SIGs are subject to the following limitations:

1. Bylaws and policies of the Association and the Academy. If the SIG bylaws, rules, or resolutions are inconsistent with the bylaws of the Academy, the part or parts of these documents that are inconsistent with the bylaws of the Academy are void and of no effect.
2. No SIG shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the SIG unless authorized to do so in writing by the Academy's BOD.
3. SIGs shall not establish dues.

ARTICLE VI. MEETINGS

Section 1. Business Meeting

The Academy shall hold an annual business meeting at the time and place of the Combined Sections Meeting of the American Physical Therapy Association. At least thirty (30) days' notice of the meeting is required.

Attendance at business meetings for the conduct of Academy business is limited to Academy members and invited guests

approved by the Academy officers.

Section 2. Additional Meetings

Additional meetings may be held at the discretion of the Board of Directors and may be national or regional in nature, provided they do not conflict with other APTA functions or meetings. A special meeting shall be called upon written petition of fifty (50) percent of the membership. At least thirty (30) days' notice of the meeting is required.

Section 3. Voting at Business Meetings

The voting body at business meetings of the Academy shall consist of all Academy members entitled by the Association to vote and who are present at the business meeting.

Instead of voting at a meeting, an issue may be voted on via mail or electronic ballot by Academy members. Membership must be given a minimum of thirty (30) days' notice prior to a vote.

Section 4. Quorum

A quorum exists when ten (10) Academy members are present at a business meeting.

Section 5. Meeting Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days of the date of the meeting.

ARTICLE VII. BOARD OF DIRECTORS (BOD)

Section 1. Composition

A. The BOD of this Academy shall consist of the officers of the Academy.

Section 2. Duties

The Board of Directors shall:

- A. Carry out Academy mandates, policies and procedures. Between business meetings, the BOD may make and enforce policy on behalf of the Academy Membership as is consistent with the mandates, policies and procedures of the Academy.
- B. Direct all business and financial affairs for and on behalf of the Academy. The BOD shall not commit the Academy to any financial obligations in excess of its current financial resources.
- C. Foster the growth and development of the Academy for the benefit of the Association, the Academy and communities of interest.
- D. Have not less than one (1) meeting a year, to which committee chairs are invited. Additional meetings may be held as described in Section 5.

Section 3. Terms and Vacancies

- A. Nominations and balloting for the office of President-Elect shall occur so that the person may assume office at the conclusion of the business meeting (held at the Combined Sections Meeting of the American Physical Therapy Association) one (1) year prior to the expiration of the President's term. After serving one (1) year, the President-Elect shall assume the office of President at the conclusion of the business meeting held at the Combined Sections Meeting and serve as President for a two (2) year term or a four (4) year term if re-elected or until their successor is appointed.
- B. Nominations and balloting for the offices of Vice President and Secretary shall occur so that the new officers may assume office at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in even numbered years. Each officer will serve a two (2) year term, or

four (4) year term if re-elected or until their successor is appointed.

- C. Nominations and balloting for the office of Treasurer and Member-at-Large shall occur at such time as to allow the newly elected officers to assume office at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in odd numbered years. The Treasurer and Member-at-Large will serve a two (2) year term, or four (4) year term if re-elected or until their successor is appointed.
- D. The current President will assume the office of Immediate Past President at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in even numbered years. The Immediate Past President will serve a one (1) year term.
- E. No officer shall hold more than one (1) office at a time, and no officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- F. Vacancies in the offices of Vice President, Secretary, Treasurer, Member-at-Large, or Nominating Committee Chair shall be filled for the unexpired term by appointment by the President with the advice and consent of at least sixty (60) percent of the members of the Academy's BOD.
- G. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term.
- H. If a President-Elect must leave office before assuming the office of President, a special election may be held to elect a new President to take office when the term of the current President expires.

Section 4. Officers

A. Composition

The officers of the Academy shall be President, Vice President, Secretary, Treasurer, and Member-At-Large. Only such members of the Academy as are provided for in the Association bylaws, Article IV, Section 2, Subparagraph B (3).b, who have consented to serve, shall be eligible for election to office. A person shall have been a member of the Academy for at least one (1) year prior to running for office.

B. Duties

1. President

- a. The President shall preside at all meetings of the BOD and shall be an ex-officio member of all committees except the Nominating Committee.
- b. The President shall create and appoint all standing, special and advisory committees necessary to accomplish the functions of the Academy with the advice and counsel of the BOD.
- c. The President shall serve as Academy Alternate Delegate to the APTA House of Delegates

2. Vice President

- a. The Vice President shall assume the duties of the President if the President is absent or incapacitated.
- b. The Vice President shall chair the Bylaws Committee.
- c. The Vice President shall serve as Academy Chief Delegate to the APTA House of Delegates.

3. Secretary

The Secretary shall be responsible for keeping and distributing the minutes of the proceedings of all meetings, including a copy sent to the Association within forty-five (45) days.

- a. The Secretary shall serve as Chair of the Outreach Committee.
- b. The Secretary shall record the minutes from meetings of the Board of Directors, Executive Committee and Business Meetings.

c. The Secretary shall act as custodian of all records, books, and papers belonging to the Academy.

4. Treasurer

- a. The Treasurer shall be responsible for keeping an accurate account of all receipts and disbursements, and report annually to the Academy.
- b. The Treasurer shall be responsible for submitting an annual budget to the BOD for approval.
- c. The Treasurer shall ensure the accounts of the Academy are audited annually.
- d. The Treasurer shall be responsible for submitting an annual financial report for audit to the Association.

5. Member-at-Large

- a. The Member-at-Large will serve as Chair of the Advocacy Committee.
- b. The Member-at-Large will respond to clinical questions received by the Academy Office and other BOD Members.
- c. The Member-at-Large will serve as Academy Delegate to the APTA House of Delegates.

Section 5. Conduct of Business

- A. The officers shall each have one (1) vote. Standing Committee Chairmen, President-Elect, and the Immediate Past President shall have a voice, but no vote.
- B. The President may call special meetings giving thirty (30) days' notice. A special meeting must be called upon written petition of sixty (60) percent of the BOD.
- C. A majority of the officers shall be present for a quorum to exist.

ARTICLE VIII. COMMITTEES

Section 1. Finance Committee

- A. The Finance Committee shall consist of the Treasurer who will act as Chair and two (2) eligible Academy members.
- B. The Chair shall appoint, with approval of the BOD, the members of the Finance Committee.
- C. The Finance Committee shall perform review of and recommend investment and fiscal policies and procedures of the Academy.
- D. The Finance Committee shall assist the Treasurer as appropriate with development of the annual Academy budget.
- E. The Finance Committee shall advise the Board of Directors on matters pertaining to the financial needs, growth, and stability of the Academy and compliance with financial obligations to the Association.

Section 2. Nominating Committee

- A. The Nominating Committee shall consist of three (3) eligible Academy members.
- B. One (1) member shall be elected each year for a three (3) year term.
- C. The senior member of the Committee shall serve as Chair.
- D. Any vacancies shall be filled by appointment by the President with advice and consent of the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.
- E. The Nominating Committee shall seek out candidates for vacant offices, review their qualifications, ascertain their willingness to serve, and nominate eligible and interested members for each available elected office.

Section 3. Standing Committees

The Academy shall have standing committees which serve the multiple projects and areas of interest in which the Academy is involved. The Academy President will establish committees and appoint Academy members to committees with the advice and counsel of the BOD. All appointed committee chairs and members will serve a minimum of a two (2) year term. Committee Chairs shall serve for a term of two (2) years or until their successors are appointed. Following appointment by the Academy President, their terms shall begin at the conclusion of the business meeting held at the site of the Combined Sections Meeting of the American Physical Therapy Association.

ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES

The Vice President and Member-at-Large shall serve as Academy Delegates, with the Vice President serving as Chief Delegate. The President shall serve as a non-voting Alternate Delegate only in the event an Academy Delegate is unable to serve. If the Chief Delegate is unable to serve, the Member-at-Large will serve as Chief Delegate.

Section 1: Qualifications

- A. The qualifications of the Delegates and Alternate Delegate shall be as stated as in the Association bylaws.
- B. An Academy Delegate may not, in the same year, serve as a Chapter Delegate.
- C. The Academy shall notify Association headquarters of the names of the Academy Delegates, as required by the Association and the Standing Rules of the House of Delegates.
- D. The Academy must be represented in the House of Delegates at least every third year.

Section 2: Duties of Delegates

- A. To attend the annual and special meetings of the House of Delegates of the Association and participate in the election process.
- B. To present to the House of Delegates such matters as are approved by the BOD and/or voting body.

ARTICLE X. NOMINATIONS, ELECTIONS, VOTING

Section 1: Method and Time of Election

The elections shall be conducted by electronic means or by mailed paper ballot prior to the Annual meeting each year.

Section 2: Election of Officers and the Nominating Committee

In successive years the elections shall be as follows:

- A. President-Elect, Treasurer, Member-at-Large and Nominating Committee Member.
- B. Vice President, Secretary and Nominating Committee Member.

Section 3: Election Procedure

- A. The Nominating Committee shall submit the slate of candidates to the membership at least ninety (90) days prior to the Annual Academy Business Meeting.
- B. Nominations by petition must be submitted to the Nominating Committee within twenty (20) days of the Nominating Committee's slate being published. The petition must be signed by at least ten (10) Academy members and can be sent via electronic means or postal service.
- C. The slate of candidates and candidate statements shall be published at least sixty (60) days prior to the annual Academy business meeting along with voting instructions and deadlines.

- D. Postcards with voting instructions will be sent to Academy members who do not have a valid e-mail address on file in the APTA Member Database. If a member requires a mail-in ballot, the Executive Director will supply.

Section 4: Elections Results

- A. The election shall be determined by majority vote, except when there are more than two (2) candidates for an office, a plurality vote shall determine the election. In the case of a tie, the President shall draw lots to determine the election.
- B. At least ten (10) percent of eligible members must return ballots for the election to be valid. If the number of ballots fails to meet this requirement, the election will be declared invalid and another election shall be required.

Section 5: Tabulation of Votes and Reporting of Election Results

- A. The election results will be reported to the Executive Director and then shared with the Nominating Committee Chair.
- B. The official election results are then reported to the membership electronically and at the next annual Academy business meeting.

ARTICLE XI. **FINANCE**

Section 1. Fiscal Year

The Fiscal Year of the Academy shall be from January 1 through December 31, the same as that of the Association.

Section 2. Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of budget allotment except by order of the Academy's BOD. The BOD shall not commit the Academy to any financial obligation in excess of its current financial resources.

Section 3. Dues

- A. Annual dues shall be as follows:

- Physical Therapist: \$50
- Physical Therapist – Post Professional Student: \$0
- Physical Therapist Assistant: \$33
- Life Physical Therapist: \$22
- Life Physical Therapist Assistant: \$22
- Student Physical Therapist and Student Physical Therapist Assistant: \$0
- Retired Physical Therapist: \$22
- Retired Physical Therapist Assistant: \$22

- B. All dues shall be for the period specified in the Association bylaws and shall be payable following the Association's schedule.
- C. The BOD may offer reduced rates for Academy dues as an incentive to promote membership.
- D. Dues Increase

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

Section 4. Financial Reports

The Academy shall submit its annual financial statements, tax returns and audit report to the Association when and as

directed by the Association.

ARTICLE XII. DISSOLUTION OF THE ACADEMY

Section 1.

The Academy may be dissolved by a two-thirds vote of the members present at any meeting, providing ninety (90) days notice of such pending action has been given to the members.

Section 2.

All property and records in the possession of the Academy shall, after payment of all bona fide debts, be turned over to the Association.

Section 3.

If the Academy is dissolved for the purposes of merging with an existing Academy or newly formed Academy, all property and records in the possession of the Academy shall, after payment of all bona fide debts, be turned over or conveyed to the existing or newly formed Academy with which it is merged.

Section 4.

The Academy may be dissolved by a two-thirds vote of the Board of Directors if the Academy's membership remains less than two hundred (200) during any consecutive twelve (12) month period.

Section 5.

The involuntary dissolution of the Academy by the action of the APTA House of Delegates shall be prescribed as provided in APTA Bylaws, Article V, Section 2-f (3).

ARTICLE XIII. PARLIAMENTARY AUTHORITY

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

ARTICLE XIV. AMENDMENTS

Section 1. Academy Approval Mechanism

The Bylaws may be amended at any Business Meeting of the Academy by a two-thirds vote of those present and voting. Notification of a proposed amendment shall be given to the membership at least thirty (30) days prior to the Business Meeting. This notification may be sent electronically. The effective day of adoption of the amendments shall be the date of approval by the Association's Board of Directors.

Section 2. Automatic Approval Mechanism

If the intent of an amendment is editorial or to bring the Academy's bylaws into agreement with those of the Association, the amendment shall be made as required by the Vice President, Chair of the Bylaws Committee, and shared with the Board of Directors. These amendments will not require the vote of the Board of Directors or Academy members, but will automatically be adopted upon approval by the Association's Board of Directors. The Vice President shall notify the Academy's membership that such amendments have been made.

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Academy is governed by the Association Bylaws and Standing Rules and by Association's House of Delegates and Board of Directors policies.

Adopted: 6/20/82

Amended:	2/14/83
Section formed by APTA:	6/14/83
Amended:	6/17/84
Amended:	6/16/85
Amended:	6/16/87
Amended:	5/22/89
Amended:	2/04/91
Final Revision of Rewrite:	6/13/93
Revision:	5/12/97
Amended:	3/07/05
Amended:	2/03/06
Amended for Compliance:	5/01/06
Amended:	2/11/11
Amended:	2/05/14
Amended:	2/19/16
Amended:	2/23/18
Amended:	1/25/19
Amended:	2/9/21
Amended:	5/18/22