

POLICIES

A. GENERAL

A.1 ASSOCIATION LETTERHEAD, USE OF

It is the policy of APTAnj that all correspondence sent out under Association letterhead or electronically from APTAnj represents the Association; therefore all correspondence sent out on Association letterhead or broadcast e-mail must be routed through the APTAnj office for review by the Executive Director and/or the President. All correspondence sent out on Association letterhead or via broadcast e-mail is to be maintained on file in the APTAnj office. [See Broadcast E-mail/Electronic Communication]

A.2 ASSOCIATION NAME, ABBREVIATION OF THE

It is the policy of APTAnj that the preferred abbreviation for the American Physical Therapy Association of New Jersey is APTAnj, i.e., “APTA” in capital letters and “nj” in lower case letters.

A.3 ASSOCIATION POLICIES, TRACKING OF

It is the policy of APTAnj that all motions approved by the Council of Directors as policy are added to this Policy Manual by staff upon approval of the minutes of that meeting.

A.4 ASSOCIATION REPRESENTATION

It is the policy of APTAnj that the President is the official spokesperson for the Association. Other members of the Council of Directors, officers or members are not authorized to speak or communicate on behalf of the entire Association, unless specifically authorized to do so by the Council of Directors and/or President or as provided for in the bylaws or other accepted Association documents. Members, including officers, who wish to express themselves, especially about controversial or sensitive issues, may do so as private individuals, not as Association representatives, unless given permission to do so by the President.

This policy applies regardless of the medium of communication, including but not limited to written and oral communication, print and broadcast media, and the Internet.

A.5 AWARD RECOGNITION

It is the policy of APTAnj that a framed posting of each award will be maintained at the chapter office with identification of recipients from the initiation of each award.

A.6 BROADCAST E-MAIL/ELECTRONIC COMMUNICATION

It is the policy of APTAnj that all correspondence sent out under Association letterhead or electronically from APTAnj represents the Association; therefore all correspondence sent out on Association letterhead or broadcast e-mail must be routed through the APTAnj office for review by the Executive Director and/or the President. All correspondence sent out on Association letterhead or via broadcast e-mail is to be maintained on file in the APTAnj office. [See Association Letterhead, Use of]

A.7 ACCESS OF THE COUNCIL OF DIRECTORS

It is the policy of APTAnj that Council of Directors members will be available to the membership to meet, answer questions and discuss issues at official APTAnj chapter business meetings.

A.8 CONFLICT OF INTEREST

It is the policy of APTAnj that all current officers of the Association, including committee chairs and members, shall scrupulously avoid any conflict between their respective individual interests and the interests of the Association, in any and all actions taken by them on behalf of the Association in their respective capacities.

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A.9 COMMUNICATION GROUPS [1/17/05]

Member communication groups (e.g., for meeting notices, electronic list serve or a Yahoo group) established under chapter auspices shall include the chapter office and the Council of Director liaison to the member group.

A.10 DRESS CODE OF THE COUNCIL OF DIRECTORS

It is the policy of APTAnj that all Council members will dress in appropriate business attire at all official APTAnj business meetings, including annual conference.

A.11 MEETINGS, MEMBERSHIP APPLICATIONS & PT PLAN PLEDGE SLIPS AT

It is the policy of APTAnj that, at all APTAnj meetings, there will be available the pledge slips for PT PLAN and APTA membership applications, supplied by the chapter office.

A.12 MINUTES, DISTRIBUTION OF COUNCIL OF DIRECTOR MEETING [4/21/07]

COD minutes will be posted on the APTAnj website within 30 days after review and final approval by the COD. At that time, minutes will also be distributed to APTA Component Services, the APTA Board Liaison to the NJ Chapter and APTAnj legal counsel. Approved minutes will also be available at the chapter office for review during regular business hours.

A.13 NON-MEMBERS, ATTENDANCE AT STATE/CHAPTER MEETINGS [3/9/04]

[NOTE: A quorum must be present and should be determined by the officers present before a motion is entertained.] After the "Call to Order" by the Chair/President and introductions and welcome of those present:

1. The President/Chair shall ask, "Who in this room is not a member of APTAnj?"
2. Individuals who respond are recognized and their names are given (verbally or via a list taken at sign in) to the President/Chair.
3. The President/Chair announces all non-members by name to the members assembled.
4. The President/Chair requests a motion to allow the named individuals to attend the business meeting.
5. If no motion is forthcoming, then a motion not to permit non-members to attend the meeting will be entertained.
6. A vote is taken of the membership present on the motion on the floor.
7. A majority of those voting will determine the outcome of the motion.
8. If the membership, by majority approves the attendance of non-members, the President/ Chair will remind the non-members that they may listen to the proceedings, they are not permitted to vote and they are not permitted to speak unless a majority of the members present allow a specified individual to speak to those assembled. Those excluded from this motion are: the Parliamentarian, Chapter and APTA staff, APTA Board of Directors, Chapter lobbyist and Chapter or APTA legal counsel, at the discretion of the COD.
9. The meeting will then proceed as per the agenda.
10. If an issue arose from the assembly, and the assembly decides to go into an "executive session" to discuss a specific issue, all non-members may be asked to leave the meeting for the discussion of a specific issue. A motion would have to be brought to the floor for the assembly to go into an executive session. Since this is a question of privilege motion, a majority is needed for adoption. Non-members may be invited to attend an executive session to present information for a report.

A.14 NON-MEMBERS, DISTRIBUTION OF INFORMATION TO

It is the policy of APTAnj that staff will emphasize the benefits of belonging to the Association when responding to questions from those non-members who are eligible to join, and will limit responses to basic information for such individuals.

A.15 NON-SMOKING POLICY

It is the policy of APTAnj that for the health and safety of members, staff and the public, smoking is not permitted within the APTAnj office, or at any function sponsored by APTAnj.

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B. EDUCATIONAL PROGRAMMING

B.1 CO-SPONSORSHIP / ENDORSEMENT OF EVENTS

It is the policy of APTAnj that APTAnj co-sponsorship or endorsement of events must be considered by the Council of Directors and/or approved by a member of the COD Executive Committee.

B.2 CONTINUING EDUCATION CREDITS for APTAnj-SPONSORED PROGRAMS

It is the policy of APTAnj that Continuing Education credits (i.e., C.E. credits) may be granted for APTAnj-sponsored educational programs in accordance with procedures established by the NJ State Board of Physical Therapy Examiners and adhered to by the APTAnj Programming Committee as approved by the Council of Directors.

B.3 COUNCIL REVIEW OF PROGRAMMING

It is the policy of APTAnj that Programming Committee and Annual Conference Committee present all proposed speakers, topics, dates and projected costs to the Council of Directors for final approval.

B.4 ELIGIBILITY TO ATTEND APTAnj PROGRAMMING

It is the policy of APTAnj that APTAnj reserves the right to limit attendance at APTAnj sponsored educational programming with C.E. credits to PT & PTA licensees or to a designated target audience as approved by the Council of Directors.

[11/18/03] In addition, as educational offerings are developed, the Programming Committee, in conjunction with the speaker, will make recommendations to the Council regarding the target audience for the course offering. If the target audience is other than PTs, PTAs and PT/PTA students, Council approval will be required.

B.5 RECORDING DEVICES, USE OF

It is the policy of APTAnj that the use of recording devices is prohibited at programming events and business meetings, except as approved by the Council of Directors and the presenting speaker.

C. ELECTIONS

C.1 CONSENT TO SERVE

It is the policy of APTAnj that all prospective candidates for elected office complete a Consent-to-Serve form, with biographical information, and that members have access to this form prior to election. This includes those members who are nominated from the floor. All candidates must qualify as specified in the bylaws.

C.2 EMPLOYEES

It is the policy of APTAnj that an employee of the APTAnj cannot serve in a Council of Directors position.

C.3 NOMINATING COMMITTEE REPORTS

It is the policy of APTAnj that the Nominating Committee is to submit a written report to the membership in the Annual reports that includes but is not limited to:

1. the specific activities performed by the committee to secure a complete ballot of candidates
2. A tally of the number of people approached by nominating committee to consider a possible candidacy. This tally should identify the number of people contacted for each office.
3. Citation of the reasons given why people choose not to run for office.

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D. PUBLICATIONS

D.1 ADVERTISEMENTS

It is the policy of APTAnj that advertisements in APTAnj publications and via electronic media are accepted for:

- PT, PTA and support personnel employment opportunities, provided they are consistent with standards and policies of APTA and APTAnj;
- Educational programming relevant to the profession, providing it is consistent with standards and policies of APTA and APTAnj;
- The sale, maintenance, or rental of equipment, supplies or services relative to the profession.

All advertising is subject to the approval of the Editor, the Executive Director, and/or the Council of Directors, who reserve the right to refuse advertising that it deems inconsistent with the Association's policies and standards.

The acceptance of advertisements does not constitute endorsement by the Association.

D.2 LABEL SALES

It is the policy of APTAnj that mailing labels of APTAnj membership may be available for sale, either of the entire membership, or by geographical district or membership category, at a rate approved by the Council of Directors.

APTAnj reserves the right to approve a sample of the mailing to be sent to the membership and receive full payment prior to releasing labels. APTAnj also reserves the right to reject requests for mailing labels for continuing education programs scheduled to conflict with APTAnj programming or events. The APTAnj Executive Director maintains authority to make decisions regarding the release of the APTAnj mailing list.

There may be no reference to APTAnj in any mailing material without prior written consent of APTAnj.

The user agrees not to copy or otherwise duplicate labels in whole or in part.

D.3 PUBLICATIONS

It is the policy of APTAnj that APTAnj publications are intended to report news and other information that may be of interest to the membership.

All contributions for publication are subject to approval by the Editor of APTAnj publications and the Council of Directors, who reserve the right to decline information or other materials that may be deemed inappropriate for publication.

E. REIMBURSEMENT

E.1 ACTION PLANS

It is the policy of APTAnj that all components requesting funding submit a yearly Action Plan prior to the Council of Directors Budget Meeting, in a format to be determined by the Treasurer. Funding requests that are not included in the Action Plan must be approved by the Council of Directors.

E.2 REIMBURSEMENT (GENERAL POLICY)

It is the policy of APTAnj that:

- Expenses of officers of committees, special interest groups or districts related to official duties shall be budgeted and charged to the respective committee, special interest group or district.

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- A member of the chapter engaged in carrying out official chapter business may be reimbursed for travel expenses as per travel expense reimbursement policy.
- A member may be compensated for time spent on official Association business with prior approval of the President and Treasurer. Reimbursement will be on a half-day (4 hours or less) or full-day basis, at a rate set by the Council of Directors annually.
- Reimbursement for non-budgeted expenses must receive prior approval from the President and Treasurer.
- All requests for reimbursement shall be made using chapter forms within 60 days of the activity to be reimbursed.

E.3 REIMBURSEMENT, ALTERNATE DELEGATE [9/13/04]

The Council will reimburse the first alternate delegate who attends delegate meetings and the HOD to include the pre-House motion discussion groups, Candidate Interview sessions, and the House of Delegates gallery, the amount that active delegates are reimbursed.

E.4 REIMBURSEMENT, ANNUAL CONFERENCE COMMITTEE

It is the policy of APTAnj that Annual Conference Committee members are expected to assist in conference management as needed and dress in appropriate business attire. Committee members will be reimbursed for the following expenses, based on conference requirements, recommendation of the Director of Programming, and Council of Directors approval:

- Room at half the double-occupancy rate at the hotel where the event is held, one night prior to conference and until end of conference.
- Complimentary registration and meals included as part of registration fee.

When duties cannot be completed as assigned, reimbursement may be prorated at the discretion of the Director of Programming, President or Treasurer.

E.5 REIMBURSEMENT, CHIEF DELEGATE

It is the policy of APTAnj that, in addition to delegate reimbursement, the Chief delegate be reimbursed for costs required to attend additional meetings at the House of Delegates, at Combined Sections meetings, and regional caucuses.

E.6 REIMBURSEMENT, COUNCIL OF DIRECTORS

It is the policy of APTAnj that when an event is sponsored that requires COD members to be present and available to members:

- Beyond one day, reimbursement will be made for half the double-occupancy rate for lodging.
- There will be no charge for educational programming.

E.7 REIMBURSEMENT, DELEGATE

It is the policy of APTAnj to provide partial reimbursement to delegates and PTA Caucus representative(s) to help defray travel costs, including transportation, food and lodging. The reimbursement level will be set on an annual basis by the Council of Directors, and will be based on geographical location of the House of Delegates and travel costs. Reimbursement for delegates is based on their attendance at all HOD delegates meetings, caucuses and activities. Reimbursement for delegates not attending all required meetings, caucuses and activities may be prorated at the discretion at the Chief Delegate and President.

E.8 REIMBURSEMENT, PRESIDENT

It is the policy of APTAnj that the President be reimbursed for necessary travel expenses incurred while conducting Chapter business, including:

- Chapter presidents' meetings at APTA Combined Sections Meeting and Annual Conference.
- Regional caucuses.

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E.9 REIMBURSEMENT, PROCEDURE FOR TRAVEL

It is the policy of APTAnj that when a member is eligible for reimbursement for travel on official APTAnj business, the following conditions apply:

- Original receipts are required for all expense requests, and are to be submitted on the Travel Expense Reimbursement Request Form within 60 days of the approved event.
- Reimbursable expenses include:
 - Lodging - conference rate for double-occupancy room.
 - Meals – food and tips, excluding alcoholic beverages, at a maximum rate per day to be established yearly by the Council of Directors.
 - Travel – at most inexpensive rate available within reasonable convenience.

Exceptions to this policy are to be made only with prior approval of the President and Treasurer.

E.10 REIMBURSEMENT, TRAVEL VIA PERSONAL AUTOMOBILE

It is the policy of APTAnj that travel expenses related to official chapter business are reimbursed at the annually set IRS mileage rate, per mile, and may include tolls and parking, at the discretion of the Treasurer.

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F.1 RECORD RETENTION SCHEDULE

| | Retention Period | | |
|---|---------------------|---|-----------------------------|
| Accident reports/claims (settled cases) | 7 years | appraisers | Permanently |
| Accounts payable ledgers & schedules | 7 years | | <u>Retention Period</u> |
| Accounts receivable ledgers & schedules | 7 years | Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans | Permanently |
| Audit reports | Permanently | Purchase orders (except purchasing department copy) | 1 year |
| Bank reconciliations | 3 years | | |
| Bank statements | 3 years | Purchase orders (purchasing department copy) | 7 years |
| Cash books | Permanently | Receiving sheets | 1 year |
| Chart of accounts | Permanently | Retirement and pension records | Permanently |
| Checks (canceled-see exception below) | 3 years | Requisitions | 1 year |
| Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc. checks should be filed with the papers pertaining to the underlying transaction) | Permanently | Sales commission reports | 3 years |
| Contracts, mortgages, notes & leases (expired) | 7 years | Sales records | 7 years |
| (still in effect) | Permanently | Scrap & salvage records (inventories, sales, etc.) | 7 years |
| Correspondence (general) | 2 years | Stenographers' notebooks | 1 year |
| Correspondence (legal & important matters only) | Permanently | Stock & bond certificates (canceled) | 7 years |
| Correspondence (routine) with customers and/or vendors | 2 years | Stockroom withdrawal forms | 1 year |
| Deeds, mortgages & bills of sale | Permanently | Subsidiary ledgers | 7 years |
| Depreciation schedule | Permanently | Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability | Permanently |
| Duplicate deposit slips | 2 years | Time books/cards/software files | 7 years |
| Employment applications | 3 years | Trademark registrations & copyrights | Permanently |
| Expense analyses/expense distribution schedules | 7 years | Training manuals | Permanently |
| Financial statements (year-end, other optional) | Permanently | Union agreements | Permanently |
| Garnishments | 7 years | Voucher register & schedules | 7 years |
| General/private ledgers, year-end trial balance | Permanently | Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursement of employees, officers, etc. for travel & entertainment expenses) | 7 years |
| Insurance policies (expired) | 3 years | Withholding tax statements | 7 years |
| Insurance records, current accident reports, claims, policies, etc. | Permanently | | |
| Internal audit reports (longer retention periods may be desirable) | 3 years | | |
| Internal reports (miscellaneous) | 3 years | | |
| Inventories of products, materials and supplies | 7 years | | |
| Invoices (to customers, from vendors) | 7 years | | |
| Journals | Permanently | | |
| Magnetic tape & tape cards | 1 year | | |
| Minute books of directors, stockholders, bylaws & charter | Permanently | | |
| Notes receivable ledgers & schedules | 7 years | | |
| Option records (expired) | 7 years | | |
| Patents and related papers | Permanently | | |
| Payroll records & summaries | 7 years | | |
| Personnel files (terminated) | 7 years | | |
| Petty cash vouchers | 3 years | | |
| Physical inventory tags | 3 years | | |
| Plant cost ledgers | 7 years | | |
| Property appraisals by outside | | | |

[COD 090716: IRS 2009]

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F.2 “Whistleblower” Policy of the American Physical Therapy Association of New Jersey

The Physical Therapy Association of New Jersey (Association) is open and accountable to Association members and Association employees. The Association Council of Directors encourages the membership and employees to act ethically and to report honestly to the officers of the Association about any conduct or activity that they perceive to be contrary to the policies or ethics of the Association. The Association is committed to compliance with all laws to which it is subject and all current policies, and to act in all ways appropriate for organizations operating with the highest ethical standards. To that end, the Council of Directors adopts this policy regarding the reporting by members or employees of the Association of any activity that they perceive to potentially violate law, policy or ethical standards.

This policy is intended to cover serious concerns that could have an impact on the Association including but not limited to:

1. Actions that could lead to incorrect financial reporting that are unlawful, are inconsistent with the current policies and procedures or otherwise lead to serious misconduct
2. Unethical business conduct
3. Sexual harassment
4. Discrimination based on race, gender, sexual preference, religion or handicap

Every effort will be made to protect the confidentiality of any complainant and harassment or retaliation of any sort against the complainant will not be tolerated by the Association. While anonymous complaints will be accepted, members and employees are encouraged to identify themselves in order to increase the credibility of the complaint and to facilitate follow-up investigation.

Procedure

If feasible, the members or employees are encouraged to present their complaint to one of the officers of the Association. However, if the individual is not comfortable speaking with one of the officers, the individual is encouraged to contact the Chair of the Ethics Committee. While the member or employee is not expected to prove the truth of the allegation, the member or the employee should be prepared to submit whatever evidence is available to support the allegation and also expect to be interviewed (unless the complaint is anonymous).

A prompt investigation will be conducted by an appointed independent investigator while maintaining the confidentiality of the complainant. The action taken will be dependent on the nature of the concern and might entail civil or criminal proceedings or termination of an appointment or service to the Association.



F. 3 **Conflict of Interest Statement**

The Council of Directors of the American Physical Therapy Association of New Jersey (APTANJ) has adopted the following policy designed to avoid any possible conflict between the personal interest of Council members, committee chairs, Special Interest Group (SIG) chairs, members and staff and the interests of APTANJ. This policy also applies in any case in which a committee or SIG chairperson, or committee or SIG member, may be delegated the authority to transact any business on behalf of APTANJ.

This policy seeks to ensure that decisions about APTANJ operations and the use or disposition of APTANJ assets are made solely in terms of the benefits of APTANJ and are not influenced by any private profit or other personal benefit to the individuals affiliated with APTANJ who take part in the decision. In addition to actual conflicts of interest, council members are also obligated to avoid actions that could be perceived or interpreted in conflict with APTANJ interests.

Conflicts of interest may occur when APTANJ enters into transactions with not-for-profit organizations as well as those that are undertaken with profit-making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with APTANJ and to refrain from participation in decisions affecting transactions between APTANJ and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with APTANJ make any necessary decision.

Policy

Any member of the Council of Directors, committee chairs or members, SIG chairs or members, and staff who may be involved in an APTANJ business transaction in which there is a possible conflict of interest shall promptly notify the President. The Director shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The Director's presence may not be counted in determining the quorum for any vote with respect to a business transaction in which he or she has a possible conflict of interest. Furthermore, the Director, or the President in the Director's absence, shall disclose a potential conflict of interest to the other members of the Council before any vote on an APTANJ business transaction and such disclosure shall be recorded in the Council minutes of the meeting at which it is made. Any APTANJ business transaction which involves a potential conflict of interest with a member of the Council of Directors, committee chairs, members and staff shall have terms which are at least as fair and reasonable to APTANJ as those which would otherwise be available to APTANJ if it were dealing with an unrelated party.

A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director.

Definitions

A. "Involved in an APTANJ business transaction" means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from APTANJ accounts. That language is intended to include not only transactions



for APTANJ's procurement of goods and services, but also for the disposition of APTANJ property, and the provision of services or space by APTANJ.

B. A "possible conflict of interest" is deemed to exist where the Director or close relative, or a member of that person's household, is an officer, director, employee, proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person's household, holds 1% or more of the issued stock in the organization seeking to do business with APTANJ. A possible conflict is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with APTANJ, and whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person's household.

A "possible conflict of interest" exists when an individual affiliated with APTANJ has an interest in an organization, which is in competition with a firm seeking to do business with APTANJ, if the individual's position gives him or her access to proprietary or other privileged information that could benefit the firm in which he or she has an interest.

A "possible conflict of interest" exists when an individual affiliated with APTANJ is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with APTANJ or is engaged in activities which could be said in a business context to be "in competition with" the programs of APTANJ.

Acknowledgment

This policy statement shall be made available to each Director, committee chairs, SIG chairs, and staff. Such people will be asked to sign the acknowledgment and any disclosure concerning reporting of potential conflicts of interest.

Name

Position

Date

[COD 090716: IRS 2009]



F.4 **Acknowledgement of Responsibility**
for Council of Directors, Delegates, District Officers,
Committee, SIG & Task Force Chairs.

I, _____,
hereby acknowledge that I have read the description of
responsibilities (i.e., Job Description & Bylaws) regarding the
position of _____. I have been
given an opportunity to ask questions and seek clarification of the
above document.

In this elected or appointed position within the American Physical
Therapy Association of New Jersey (APTAnj), I understand that
preparation and communication --verbal, written and electronic--
are key components to the effectiveness of this position. I also
recognize that this communication is confidential to the members
involved with the discussion.

I understand that if I am unable to fulfill these responsibilities, I
will be expected to voluntarily resign from this position. In the
event that I do not resign, the APTAnj Council of Directors has the
right to remove me from this position.

Signature: _____

Date: _____

[COD 070109]



I N D E X

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