

STANDING RULES of the American Physical Therapy Association of New Jersey, Inc.
A Chapter of the American Physical Therapy Association, Inc.

These Standing Rules supplement the articles of the Bylaws of the American Physical Therapy Association of New Jersey, Inc. The Purpose of these rules is to further clarify regulations under which the Chapter shall operate. The Standing Rules in this document are binding in governing Chapter affairs.

I. MEETINGS

A. Council of Directors

1. The Council of Directors (COD) shall meet in September to consider the actions taken by the House of Delegates at the APTA Annual Conference.
2. The COD shall set the order of priorities for Chapter activities for the coming year at the pre- or post- Annual Spring Conference meeting.
3. The COD shall meet in November to review a budget and in December to approve the budget. Said budget shall become effective on January 1 of the following year.

B. Chapter

1. Chapter meetings shall be held twice a year at times that do not conflict with APTA Combined Sections Meeting or Annual Conference.
 - a. The Fall Meeting shall be scheduled in October or November.
 - b. The Annual Meeting and Conference shall be held in March or April of each year.
2. Motions Brought Before Chapter Meetings
 - a. Those wishing to have a motion considered at a Chapter meeting must file the motion with a support statement with the Chapter office at least 30 calendar days prior to the Chapter meeting.
 - b. The COD will review the motion(s), and, if appropriate, offer wording suggestions, prepare a briefing paper and/or include anticipated financial costs for the motion.
 - c. Proposed motions will be posted on the Chapter website at least 10 days prior to the scheduled Chapter meeting. Notification will also be sent to members by electronic mail. Written copies of all proposed motions will be provided at the Chapter business meeting.
 - d. Motions not meeting the previous notice requirement, except for procedural motions, will only be heard at the Chapter meeting if a majority of the membership present votes to hear that motion.

C. District

1. The Districts shall meet in any month so desired by the District; however, meeting dates shall not conflict with Chapter events or APTA Combined Sections Meeting (CSM), APTA Annual Conference or the APTA House of Delegates. [7/13/04]
2. District Fall meetings shall precede the Chapter Fall meeting.
3. Written notices of District meetings shall be sent to District members at least 10 days prior to meeting dates.

II. COUNCIL OF DIRECTORS

A. Elections

1. Elections shall be held as described in the By-laws.
2. Each candidate for the Council of Directors shall be given an opportunity to present biographical information and a Position Statement prior to the election.
3. Deadline for candidates to have Position Statements printed in Jersey Jargon or posted to APTAnj website 4 weeks prior to election is at discretion of the Editor of Jersey Jargon.
4. Deadline for candidates to appear on printed ballot and have Position Statements prepared by Executive Office for distribution at Spring or Fall Meeting shall be Noon on the Wednesday preceding the meeting.
5. Candidates may be nominated from the floor during an election at a Business Meeting and distribute Position Statements which they have prepared and brought to the Meeting.
6. Candidates nominated from the floor at a Business meeting may present a verbal position statement in lieu of a written position statement. If this occurs, previously slated candidates for that office are also given the opportunity to present a verbal position statement.
7. Individuals nominated for election to Chapter office must consent to serve, including completion of the "Consent to Serve" form.

B. Duties

1. Each member of the COD is expected to attend all COD meetings.

2. Each Council liaison shall contact his/her committee chairperson, SIG chairperson, or assembly chairperson on a bi-monthly basis regarding the activities of the constituent body.
3. Each member of the COD shall perform charges as directed by the President.
4. Each COD member shall participate in preparation of an annual report to the Chapter membership.

III. DISTRICTS

A. Officers

1. Each District shall elect a Director at Large, Vice-Chairperson, and Secretary.
2. The Vice-Chairperson shall serve as chairperson of the District continuing education committee and shall coordinate all continuing education presentations for District meetings.
3. The Vice-Chairperson or designee shall be a member of the Chapter Continuing Education Committee.

B. Elections

1. Elections shall be held in the Spring of each year. The Director at Large shall be elected in the even-numbered years. The Vice-Chairperson and Secretary shall be elected in the odd-numbered years.
2. The Nominating Committee representative is elected for the Central District in odd-numbered years and for the Northern and Southern Districts in even-numbered years. These elections are held at the Chapter Annual Spring Conference Meeting.
3. Candidates shall be given opportunity to present biographical information and a Position Statement prior to the election.
4. Results of District elections shall be forwarded to the Chapter office within 7 days of the election.
5. Each District office has a term of two years. Each office holder may serve two consecutive terms in addition to any unexpired portion of a term they may have served.
6. In the event that the Director at Large office is vacant, the COD shall appoint a District member to fill the term of office.
7. In the event that any other District office is vacant, the District Director at Large, in consultation with the other District officers, shall appoint a replacement for the unexpired term of office.
8. The District Director at Large shall notify the Chapter COD of any changes in officers at the District level.
9. The District Director at Large shall submit a yearly Action Plan and corresponding budget requests for the upcoming year by October 1.

C. Committees

1. The District's member of the Chapter Nominating Committee shall serve as chairperson of the District nominating committee and as a member of the Chapter Nominating Committee. Other members of the District nominating committee shall be selected by the District.

IV. SPECIAL INTEREST GROUPS

A. Formation

1. The Council of Directors must act upon an application for Special Interest Group formation at the first COD meeting after the receipt of a petition that meets the criteria stated in the Chapter Bylaws. The petition must contain the signatures of at least fifteen (15) PT or PTA members in good standing.
2. If the Special Interest Group is approved, it becomes operative immediately after the COD meeting at which it was approved.
3. If the objectives of a proposed Special Interest Group are not approved by the Chapter COD, the group must amend their objectives and request the Council to reconsider the request.

B. Membership

1. The criteria for membership of the Special Interest Group shall be the same as for membership in the New Jersey Chapter APTA.

C. Finance

1. The Special Interest Group shall not charge any annual dues, but may levy assessments provided such assessments do not carry punitive action or loss of good standing and are approved by the Chapter Council of Directors.
2. The Chapter Council of Directors shall have the authority to allocate monies to a Special Interest Group. All monies shall be disbursed by the Chapter Treasurer, in accordance with the Action Plan.

D. Organization

1. The Special Interest Group shall develop standing rules, which must be submitted to the Chapter COD for approval within 3 months of formation.
2. The officers of the group shall consist of a chairperson and other officers as required by the standing rules of the group.

E. Responsibilities

1. The Special Interest Group must meet at least twice a year.
2. A written report of the group's activities from the preceding year shall be submitted as part of the Annual Report, at the discretion of the Executive Director.
3. A membership list shall be made available to the Chapter Office.
4. No officer or member of the Special Interest Group shall serve as a spokesperson for the Chapter without prior approval of the Chapter President.

F. Duties of the Chairperson

1. Each chairperson shall contact his/her Council liaison on a bimonthly basis regarding the activities of the Special Interest Group by the Council of Directors.
2. Each committee chairperson shall perform charges directed to the Special Interest Group by the Council of Directors.
3. Each chairperson shall make an annual written report to the Chapter and to the Council of Directors.
4. Each chairperson shall submit a yearly Action Plan and corresponding budget requests for the upcoming year by October 1.

V. ASSEMBLIES

A. Formation

1. The Council of Directors must act upon an application for the formation of an assembly at the first COD meeting after the receipt of a petition that meets the criteria stated in the Chapter Bylaws.
2. If the assembly is approved, it becomes operative immediately after the Council of Directors meeting at which it is approved.
3. If the objectives of a proposed Assembly are not approved by the Chapter Council of Directors, the group must amend their objectives and request the Board to reconsider the request.

B. Membership

1. The criteria for membership of the assembly shall be the same as for membership in the Association Assembly. (i.e. same membership class as a membership of aptanj.)

C. Finance

1. The Assembly shall not charge any annual dues, but may levy assessments provided such assessments do not carry punitive action or loss of good standing and are approved by the Chapter Council of Directors.
2. The Chapter Council of Directors shall have the authority to allocate monies to the Assembly. All monies shall be disbursed by the Chapter Treasurer.

D. Organization

1. The Assembly shall develop standing rules, which must be submitted to the Chapter Council of Directors for approval within 3 months of formation.
2. The officers of the group shall consist of a chairperson and other officers as required by the standing rules of the group.

E. Responsibilities

1. The Assembly must meet at least twice a year.
2. A written report of the group's activities shall be submitted by January 15 of each year.
3. A membership list shall be made available to the Chapter Office.
4. No officer or member of the Assembly shall serve as a spokesperson for the Chapter without prior approval of the Chapter President.

F. Duties of the Chairperson

1. Each chairperson shall contact his/her COD liaison on a bi-monthly basis regarding the activities of the Assembly.
2. Each committee chairperson shall perform charges directed to the Assembly by the Council of Directors.
3. Each chairperson shall make an annual written report to the Chapter and to the Council of Directors.
4. Each chairperson shall submit a yearly Action Plan and corresponding budget requests for the upcoming year by October 1.

VI. COMMITTEES

A. Composition

1. Committee chairs and members shall be appointed by the COD, except for Nominating Committee, as stated in the Bylaws. Committee chairpersons shall recommend additional committee members to the Council.

B. Duties of the Chairperson

1. Each chairperson shall contact his/her COD liaison on a bi-monthly basis regarding the activities of the committee.
2. Each committee chairperson shall perform charges directed to the committee by the Council of Directors.
3. Each chairperson shall make an annual written report to the Chapter and the Council of Directors.
4. Each chairperson shall submit an Action Plan and corresponding budget requests for the upcoming year by October 1.

VII. DELEGATES TO THE HOUSE OF DELEGATES

A. Elections

1. Each District shall elect delegates at its first Fall meeting. Candidates may not run in more than one district per election cycle.
2. Candidates for delegate at the District level who are not elected shall be candidates for At-Large delegates or Alternate delegates at the Fall Chapter meeting.
3. Additional nominations for At-Large delegate may be submitted to the Nominating Chairperson or from the floor at the Fall Chapter meeting.
4. Elections for Representative to the Association's National Assembly of Physical Therapist Assistants (NAOPTA) shall be held at the Fall Chapter meeting in even numbered years.
5. Election of the Chief Delegate shall be at the Fall Chapter meeting in even numbered years.
6. All candidates for delegate positions shall be given an opportunity to present biographical information and a Position Statement prior to the election.
7. Individuals who are nominated for election must consent to serve before their names can be placed on the ballot.

B. Duties

1. Delegates are expected to attend all Pre-Conference meeting at the Chapter level, all meetings of the House of Delegates and all Chapter caucuses at the Conference. If a delegate misses more than 2 consecutive meetings, or a total of 4 meetings prior to the House of Delegates, the Council of Directors will determine if that delegate will forfeit their status as an active delegate and the first alternate will take their place. The individual who forfeits their active status may opt to become an alternate delegate and will be placed at the bottom of the alternate delegate list. [7/13/04]
2. Delegates are expected to vote at all meetings of the House of Delegates.
3. Delegates are expected to attend scheduled candidate interviews, coffees, and/or receptions.
4. Delegates are required to vote for APTA candidates at the time and place specified by the House of Delegate's officers.
5. A delegate who is unable to fulfill their duties will be deemed to have resigned their position.

C. Chapter Responsibilities

1. Names of elected delegates will be submitted to APTA Headquarters within 30 days of the elections at the Fall Chapter meeting.
2. The Chapter shall be represented in the House of Delegates at least every third year, as specified in the APTA Bylaws.

D. Delegate Responsibilities

1. Delegates may not serve concurrently as a delegate of another component of the APTA when serving as a Chapter delegate in accordance with APTA Bylaws.

E. Alternate Delegate Responsibilities

1. Alternate delegates will be ranked 1, 2, 3 according to the votes received at the election.
2. Alternate delegates are expected to attend all chapter level meetings.
3. The Chief Delegate will appoint the Alternate Delegate to attend the HOD, if an elected Delegate is unable to attend based on attendance at meetings and pre-HOD preparation.
4. If an Alternate Delegate replaces a Delegate in their first year, the Alternate Delegate will become a Delegate for the 2nd year and the Delegate who was unable to attend will become the Alternate Delegate.

VIII. FINANCE

A. Budget

1. All districts, standing and special committees, special interest groups, assemblies, and the Chief Delegate shall submit budget requests to the Chapter's Treasurer by October 1 of each year.
2. If a committee, special interest group, assembly or District fails to submit an Action Plan or budget request on time, the Council of Directors shall budget the monies without the recommendations of that committee, special interest group, assembly or District.
3. Each committee, special interest group, assembly and District shall submit their Action Plans and budget requests using the form provided by the Treasurer.
4. The Treasurer shall submit a proposed budget to the Council of Directors at their November meeting.
5. Each District, special interest group, assembly and committee shall be notified in writing of its approved budget for the coming year by January 1.
6. Monies that remain unspent revert to the general Association budget, and are not available to components for activities not included in its approved Action Plan without prior authorization of the COD.
7. The budget will be published in the Jersey Jargon and/or posted to the APTAnj website 4 weeks prior to the Spring Business meeting.

B. Reimbursement

1. A member of the Chapter who incurs expenditures in transacting business on the Chapter's behalf, shall be reimbursed, provided that such transactions were approved, before the fact, by the Council of Directors. (Budgeted expenses for committees, special interest groups, assemblies, delegates, and officers shall be considered as pre-approved expenses subject to the appropriate Chapter policies on reimbursement.)
2. The member seeking reimbursement must submit original receipts for expenditures.
3. The rate of reimbursement shall be stated in the current reimbursement policies.
4. Reimbursement requests must be submitted within 30 days.
5. House of Delegates
 - a. Annually, the Council of Directors shall determine the maximum reimbursement for the Chapter delegates to the House of Delegates of the APTA.
 - b. The Chief Delegate shall approve all reimbursement requests by Chapter delegates before they are submitted to the Chapter Treasurer. Reimbursement of expenses for Chief Delegates and President's delegate-related activities shall be stated in current reimbursement policies.

IX. REPORTS**A. Annual Report - Chapter**

1. Each officer, District Director at Large, Committee chairperson, Special Interest Group chair and Assembly liaison shall submit an annual report to the Chapter Secretary by January 31 of each year. Such reports shall cover activities of the prior year (January 1 - December 31) and shall be provided in a format established by the Council of Directors. These reports will be incorporated in the Chapter's annual report to APTA and the Chapter's report to the membership at the Annual Conference.
2. District, Committee, Special Interest Group and Assembly liaisons shall be responsible for maintaining complete and accurate financial records and reporting in writing the financial status of their constituencies to the Chapter Treasurer by January 31. These reports shall be reviewed and signed by the Chapter Treasurer and appended to the Chapter's financial report.

B. Annual Report - APTA

1. The Chapter Secretary shall submit an annual report to APTA headquarters on the form provided by the APTA, utilizing the information provided by the Chapter officers and representatives in their annual reports to the Chapter Secretary.
2. The Chapter report shall be submitted to APTA by the due date established by APTA.

X. REMOVAL FROM OFFICE - Chapter Officers**A. An officer may be removed from office for failure to:**

1. Carry out duties of the elected office.
2. Adhere to the Bylaws of the APTA or aptanj.
3. Adhere to the Policies of the APTA or aptanj.
4. Attend required meetings.

B. Procedure

1. Ten active, affiliate, life or life affiliate members in good standing of the Chapter may petition the Council of Directors stating specifically the reasons for calling for the removal of the involved officer.
 2. The Council of Directors, upon receiving such a petition of complaint, shall call for a hearing within 30 days. Notice of the time and place of the hearing and a copy of the petition must be mailed to the involved officer by registered mail at least 10 days prior to the date of hearing.
 3. At the hearing, at least 5 of the 10 petitioners must be present. The officer involved shall be given the opportunity to speak in his/her own defense, and to rebut any evidence presented to sustain the charges. The hearing shall be held before at least a majority (5) of the members of the Council of Directors of the Chapter and no member of said Council not present shall be entitled to participate in forming the recommendations in the case involved.
 4. The decision of the Council of Directors shall be final.
 5. In the interim between the submission of the petition and the decision by the Council of Directors, said officer shall continue to serve in the capacity for which he/she was elected.
- C. Failure to Maintain "good standing"
1. A District officer who fails to maintain "good standing" in the APTA shall be disqualified from office and replaced by the Council of Directors.
 2. Once re-instated as a "member in good standing", he/she shall not be entitled to resume the office to which he/she was originally elected.

XII. REMOVAL FROM OFFICE - Committee Chairpersons and Members

- A. A Chapter or District committee chairperson or member may be removed from office for failure to:
1. Carry out the duties of the elected/appointed office.
 2. Adhere to the Bylaws of the APTA or aptanj.
 3. Adhere to the Policies of the APTA, aptanj, or District.
 4. Attend required meetings.
- B. Procedure
1. A member of the Chapter Council of Directors may petition the Council and call for the removal of a committee chairperson or member.
 2. At its next scheduled meeting, the Council of Directors shall review the case.
 3. The involved person will be give at least 10 days notice of the hearing and the opportunity to be heard in his/her own defense.
 4. The hearing shall be held before at least a majority (5) of the members of the Council of Directors of the Chapter and no member of said Council not present shall be entitled to participate in forming the recommendations in the case involved.
 5. The decision of the Council of Directors shall be final.
 6. In the interim between the submission of the petition and the decision by the Council of Directors, said officer shall continue to serve in the capacity for which he/she was elected.
- C. Failure to Maintain "good standing"
1. A Chapter or District Committee chairperson or member who fails to maintain "good standing" in the APTA shall be automatically disqualified from office and replaced by the Council of Directors.
 2. Once reinstated as a "member in good standing", he/she shall become eligible to be a committee chairperson or committee member.

XIII. SUCCESSION

- A. Officers and Committee Chairpersons
1. If the President dies, resigns, is removed from office or becomes disqualified, the Vice-President shall serve the unexpired portion of the Presidential term (Bylaws Article VII, Section 3).
 2. If a Committee chairperson or any other officer dies, resigns, is removed from office or becomes disqualified, the President shall appoint a qualified Chapter member to serve the unexpired portion of the officer's term.
- B. Nominating Committee
1. If a member of the Nominating Committee dies, resigns, is removed from office or becomes disqualified, an election must be held at the next scheduled Chapter meeting to elect a new member to the Nominating Committee. Nominations for the position will be made from the floor.

XIV. ADOPTION

- A. When approved by the Council of Directors of the New Jersey Chapter, these Standing Rules shall become effective.

B. Any portion or statement in these rules may be amended as follows:

1. A member of the Council of Directors may propose an amendment. If ten days notice of the proposed amendment is given to the COD, the amendment may be passed with a majority vote of a quorum of the Council. If notice is not given, the amended Standing Rule shall become effective with a 2/3 vote of a quorum of the Council of Directors. The Chapter membership must be notified within sixty days that amendments have been made to the Standing Rules, and a copy provided to any member upon request.
2. Any member or group of members may propose an amendment to these Standing Rules at any Chapter meeting. If the 10 days notice of the proposed amendment was given, the amendment may be passed with a majority vote. If notice was not given, the amendment shall become effective immediately if a 2/3 vote. The Chapter membership shall be notified of the amendment within sixty days.