

**Southwest Idaho District – Idaho Chapter
Bylaws**

ARTICLE I. NAME

The name of this organization is the Southwest District of the Idaho Chapter of the American Physical Therapy Association, Inc., hereinafter referred to as the “District”. It is a component district of the Idaho Physical Therapy Association, hereinafter referred to as the “Chapter” and “Association”, respectively. The territorial jurisdiction of the District includes the following Counties in the State of Idaho: Ada, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington.

ARTICLE II. OBJECT

The object of the District shall be the same as the object of the Association as expressed in the Association Bylaws. (ARTICLE II)

ARTICLE III. FUNCTIONS

The functions of the District shall be the same as those prescribed in the Association Bylaws. (ARTICLE III)

ARTICLE IV. MEMBERSHIP

Section 1. Membership classes and qualifications, rights, and privileges, admission, good standing, disciplinary action and reinstatement shall be the same as in Association Bylaws. (ARTICLE IV)

ARTICLE V. DISTRICT

Section 1. District assignment should be made by the Chapter according to the members residence, and/or practice address of record in the Chapter files. A member wishing to be assigned to a District other than the one in which he/she resides or practices, may petition the Chapter Board of Directors or Executive Committee for reassignment.

Section 2. Formation and dissolution of a district shall be the same as Idaho Chapter Standing Rules Section 4.

ARTICLE VI. MEETINGS

Section 1. The District shall hold a minimum of three (3) regular meetings each year. Notice of meetings shall be mailed to District Members at least thirty (30) days prior to each meeting.

Section 2. The date of District Meetings shall not conflict with those of the Chapter.

ARTICLE VI. MEETINGS continued

Section 3. A written report of the District shall be presented at the annual Chapter Meeting and at other times at the request of the Board of Directors.

Section 4. A minimum of one (1) regular meeting shall be designated as an Educational Meeting.

Section 5. Special meetings may be called by the Chairperson or District officers. Notice of such meetings must be mailed at least five (5) days prior to such meeting. The purpose of the special meeting must be specified in the notice.

Section 6. A quorum for the transaction of business at any regular or special meeting shall consist of those present at that meeting who are District voting members, at least one of whom is a District officer.

Section 7. Whenever District Officers deem it convenient or desirable, a question may be submitted for mail vote. Provisions for a mail ballot shall be in compliance with the A.P.T.A. Standing Rules of the A.P.T.A. section 11.

ARTICLE VII. OBLIGATIONS

Section 1. The obligations of the Southwest District shall be:

- A. To provide opportunities for improved communications and for the membership to participate directly in Chapter/Association planning and activities.
- B. To coordinate all District activities within the Association calendar time frames.
- C. To inform the Chapter of District activities
- D. To cooperate in carrying out Chapter activities and supporting Chapter projects.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1. The Nomination Committee shall consist of at least two (2) active or life members. This Committee shall function as a standing committee. It shall prepare a ticket of one (1) or more candidates for each District office as specified in the Bylaws, nominate only those who consent to serve if elected, and prepare and distribute the list of nominees to the voting membership at least three (3) weeks prior to the meetings requiring election of officers.

Section 2. A plurality vote of voting members shall be decisive in all elections. Elections shall be by ballot, unless there is but one nominee for each office when a voice vote

ARTICLE VIII. NOMINATIONS AND ELECTIONS continued:

may be called. Tellers should be appointed by the Presiding Officer, when members vote for two (2) or more candidates for an office. The number of candidates needed to fill the positions who receive the plurality vote shall be declared elected. In the event of a tie, re-balloting shall be held to determine the elections. Elected officers shall assume office after the close of the meeting at which elected.

ARTICLE IX. OFFICERS

Section 1. The Officers of the District shall be the Chairperson, Chairperson-elect, and Secretary/Treasurer.

Section 2. Duties of the Officers are as follows:

- A. The Chairperson shall serve as official head and public spokesperson of the District. He/she shall be an ex-officio member of all committees except the Nominating Committee. He/she will also sit as a Board Member of the State Chapter.
- B. The Chairperson-elect shall assume the duties of the Chairperson in his/her absence, resignation or removal from office and serve as advisor to all committees except the Nominating Committee. He/she shall become Chairperson after serving (1) year as Chairperson-elect and the change shall take place at the first meeting following the beginning of the calendar year. (January 1)
- C. The Secretary/treasurer shall serve as Secretary of all District meetings. He/She shall keep accurate minutes of all meetings and make minutes available to District Members upon request. He/She shall notify the membership of all meetings three (3) weeks in advance with the exception of special meetings. He/She shall notify the Chapter Office of the District Officers and Standing Committee Chairpersons within thirty (30) days following an election. He/She shall also serve as member of the Finance Committee, be custodian of all funds of the District with said funds to be paid out only upon approval of the District Officers. He/She shall keep true and accurate accounts of all receipts and disbursements in a book which shall be in the property of the District and report entries to the membership, District Officers, Board of Directors, and Chapter Finance Committee.

ARTICLE X. COMMITTEES

Section 1. May be established by the District in accordance with Chapter Standing Rules, Section 5.

ARTICLE XI. FINANCES

Section 1. The fiscal year of the District shall be the same as that of the Chapter and Association, January 1 through December 31.

Section 2. Dues are not charged. Donations and special assessments, however, may be requested and received provided there is no punitive action for nonpayment of these monies. Special assessments require the approval of the Chapter Board of Directors.

Section 3. Special assessments may be levied by a two thirds (2/3) vote of the membership, either at a regular meeting, or special meeting, or by mail vote. Special assessments require the approval of the Association Board of Directors.

Section 4. The District Chairperson shall submit budget requests to the Chapter Finance Committee July of each year.

ARTICLE XII. AMENDMENTS

Section 1. These Bylaws may be amended in whole or in part by two-thirds (2/3) vote, a quorum being present, at any meeting of the District provided that at least thirty (30) days prior to that meeting a copy of the proposed amendment has been sent out by mail to members of the District. The amended Bylaws must be submitted to the Chapter's Executive Committee or Board of Directors for approval.

Section 2. Revised or Amended Bylaws shall be consistent with the Articles of Incorporation of the Chapter.

Section 3. Amendments for compliance. If the intent of an amendment is editorial or to bring the District's Bylaws into agreement with those of the Chapter, the amendment shall be made as required and approved by the Chapter Board of Directors. The Idaho Chapter shall notify the districts membership of such amendment.

ARTICLE XIII. ASSOCIATION AND CHAPTER AS HIGHER AUTHORITY

Section 1. In addition to those Bylaws, the District is governed by the Chapter and Association Bylaws and Standing Rules, and by Chapter and Association Policies.