



**ALUMNI ASSOCIATION -
U S ARMY ENTRY LEVEL PROGRAMS
FOR THE PHYSICAL THERAPIST, INC.**

**BYLAWS OF THE
ALUMNI ASSOCIATION--US ARMY ENTRY LEVEL PROGRAMS
FOR THE PHYSICAL THERAPIST, INCORPORATED**

JUNE 2005

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Adopted June 1983
Amended June 1984
Revised January 1987
Amended April 1991
Amended June 1995
Amended June 2005

ARTICLE I NAME

The name of this organization is the Alumni Association--US Army Entry Level Programs for the Physical Therapist, Incorporated. This organization shall hereinafter be referred to as the Association and any one of the US Army entry level programs for the physical therapist as an Army Curriculum.

ARTICLE II PURPOSES

Section 1. Purposes of the Association

- A. Support the continuance by the US Army of post baccalaureate degree education for physical therapists for the US Army, the US Navy, the US Air Force, and the US Public Health Service.
- B. Support the concept of quality education and research for physical therapy.
- C. Support the continuance of quality physical therapy services, to include health promotion.
- D. Strengthen communication between members of the Association and personnel of the US Army educational program for physical therapists.
- E. Enhance communication among members of the Association through publications and social events.

Section 2. Non-profit Status

The Association shall operate as a non-profit organization and was incorporated as such by the State of Texas on 4 May 1987.

ARTICLE III MEMBERSHIP

Section 1. Classes of Membership and Qualifications

There shall be three (3) classes of membership: Regular, Associate, and Honorary.

A. Regular Members

All graduates of an Army Curriculum, 1918 to present.

B. Associate Members

- (1) Current or former faculty members of an Army Curriculum who are not graduates of an Army Curriculum.
- (2) Physical therapists who are not graduates or current or former faculty members of an Army Curriculum, but who are interested in supporting the purposes and participating in the activities of the Association.

C. Honorary Members

Any physical therapist or non-physical therapist who has made an outstanding contribution to the development or enhancement of any Army Curriculum, and who has demonstrated continuing support of the purposes of the Association.

D. Student Members

Any student in an Army Curriculum

Section 2. Status of Membership

- A. Active Status
Regular and Associate members who pay annual dues or who make a one-time-for-life dues payment, and who pay special assessments when levied, and Honorary Members who pay no dues or special assessments.
- B. Inactive Status
Regular members and those who qualify as Associate members under Section 1.B.(1) who do not maintain Active status as specified in Section 2.A.
- C. Terminated Membership Status
Associate members who qualify for membership under Section 1.B.(2) who do not maintain Active status as specified in Section 2.A.
- D. Declined Membership Status
Army Curriculum graduates who decline membership.

Section 3. Admission to Membership

- A. Applicants for admission to membership shall complete and submit a Membership Statement with payment of the required dues.
 - (1) Applicants who qualify for membership in accordance with Section 1.A. or Section 1.B.(1) shall be granted appropriate membership status upon receipt of a Membership Statement and the required dues.
 - (2) Applicants who qualify for membership in accordance with Section 1.B.(2) may be nominated for Associate membership by a Regular member who is in Active status. Associate membership shall be conferred upon receipt of a majority vote of the Executive Board and subsequent receipt of a Membership Statement and the required dues.
- B. Honorary members may be nominated for Honorary Membership by a Regular member who is in Active status. Honorary members shall be elected to membership-for-life by a majority vote of the Executive Board.

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Section 4. Rights and Privileges of Membership

- A. Regular members who maintain Active status may vote, hold elected office, be representative or ex-officio directors, serve as chairmen or members of standing and special committees, participate in the social activities, and receive all publications.
- B. Associate members who maintain Active status may serve on committees other than the Nominating Committee, participate in the social activities, and receive all publications, but they may not vote, hold elected office, be representative directors, or serve as chairmen of committees. However, Associate members may serve as ex-officio directors with vote on the Board, as provided in Article V, Section 3.B.
- C. Inactive and Honorary members may receive selected publications and may be invited to participate in the social activities of the Association.

ARTICLE IV FINANCES

Section 1. Fiscal Year

The fiscal year for the Association shall be from 1 January through 31 December.

Section 2. Dues and Special Assessments

- A. Dues shall be set by the Board of Directors, published in the Annual Report and the payment due upon receipt of notice. One Time for Life Dues will be set by the Board and published in the Annual Report.

- B. A special assessment of the Active members will be levied if additional funds are needed for special projects. The amount of the assessment and the due date for payment shall be determined by a majority vote of the voting members returning ballots.
- C. New graduates who make a one-time-for-life payment within one year of their graduation will receive a discount of 10% from this payment.
- D. Members in Inactive and Terminated Membership status may attain Active status upon payment of the current annual dues or a one-time-for-life payment.
- E. Honorary members shall pay no dues or special assessments.

Section 3. Funds

All monies of the Association shall be deposited in accounts in the name of the Association, and may be invested in interest-bearing devices, such as bonds or certificates of deposit, with the approval of a majority of the Executive Board.

Section 4. Audit

An annual audit of the financial records shall be conducted within sixty (60) days of the close of each fiscal year by two persons who are knowledgeable in financial matters and who have been selected by the Treasurer.

ARTICLE V OFFICERS, DIRECTORS, AND EXECUTIVE BOARD

Section 1. Eligibility

Regular members who have maintained Active status for at least one year immediately preceding the election or appointment shall be eligible for election to office or appointment as a representative director.

Section 2. Officers

The officers of the Association shall:

- A. be the President, Vice President, Secretary, Membership Secretary, and Treasurer.
- B. serve a term of four years with the privilege of re-election.
- C. assume office on 1 July in the year of election.
- D. be invited to attend the Executive Board meeting held in the year of their election, but shall not vote as Board members until assuming office.

Section 3. Directors

- A. Five less representative members who are graduates of an Army Curriculum shall be appointed by the Executive Board as Representative Directors with vote, as follows:

- | | | |
|-----|---|-------------|
| (1) | Responsible for year groups ending in 0 and 5 | |
| (2) | Responsible for year groups ending in 1 and 6 | (3) Respons |
| (4) | Responsible for year groups ending in 3 and 8 | |

Each Representative Director shall serve for a term of four years with the privilege of reappointment.

- B. The current Director of the US Army-Baylor University Graduate Program in Physical Therapy shall be an Ex-officio Director with vote on the Executive Board. The chief physical therapists for the Army, Navy, Air Force, and Public Health Service shall be Ex-officio Directors without vote on the Executive Board. The Ex-officio Directors shall serve until replaced by other services representatives assigned to these administrative positions.
- C. The Representative Directors shall assume their positions on 1 July in the year of their appointment. The Ex-officio Directors shall assume their positions as soon as they become eligible.
- D. The Representative Directors shall be invited to attend the Executive Board meeting held in the year of their appointment, but shall not vote as Board members until they assume their positions. The Ex-officio Directors shall be expected to attend the next Executive Board meeting after they assume their qualifying positions.

Section 4. Executive Board

The Executive Board shall be composed of the five (5) elected officers, the four (4) Representative Directors, and the five (5) Ex-officio Directors.

ARTICLE VI DUTIES OF OFFICERS, DIRECTORS, AND EXECUTIVE BOARD

Section 1. President

The President shall:

- A. be a member of the Executive Board.
- B. preside at all Executive Board meetings.
- C. serve as an ex-officio members of all standing and special committees except the Nominating Committee.
- D. appoint tellers for all elections.
- E. attend as liaison, or designate a representative to attend the Army meeting held at the Annual Conference of the APTA.
- F. submit reports for inclusion in the Association's publications.
- G. serve as a consultant to the Executive Board for a period of one year immediately after completing the term of office.
- H. perform such other duties as pertain to the office.

Section 2. Vice President

The Vice President shall:

- A. be a member of the Executive Board.
- B. officiate in the absence or at the request of the President.
- C. succeed to the presidency for the unexpired term in the event the President vacates office.
- D. review and maintain the Executive Board Procedural Document on a continuing basis, and make recommendations for changes as indicated for consideration by the Executive Board.
- E. perform such other duties as pertain to the office.

Section 3. Secretary

The Secretary shall:

- A. be a member of the Executive Board.
- B. record the minutes of the meetings of the Executive Board.
- C. be custodian of all records and documents of the Association, except the financial and membership records.
- D. carry on the official correspondence of the Association, including such matters as notifying the Executive Board members of meetings, officers of their election, and directors and committee members of their appointments and duties, and arrange for the distribution of ballots and other notices.

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- E. submit an annual report summarizing the activities of the Executive Board for inclusion in a publication of the Association.

Section 4. Membership Secretary

The Membership Secretary shall:

- A. be a member of the Executive Board.
- B. maintain the membership records of the Association.
- C. conduct a program of membership recruitment.
- D. supervise the Class Representative program.
- E. prepare membership information for dissemination through the Association's publications.
- F. submit a written membership report to the Executive Board for its annual meeting.

Section 5. Treasurer

The Treasurer shall:

- A. be a member of the Executive Board.
- B. collect all dues, special assessments, and contributions.
- C. keep true and accurate accounts of all receipts and disbursements.
- D. prepare an annual budget for review and approval by the Executive Board.
- E. prepare an annual financial report for review by the Executive Board and inclusion in a publication of the Association, and submit such other financial reports as may be requested by the Executive Board or as may be required by state and federal authorities.
- F. select two persons to conduct an annual audit of the financial records in accordance with Article IV, Section
- G. perform such other duties as pertain to the office.

Section 6. Directors

The Directors shall:

- A. be members of the Executive Board.
- B. provide an exchange of information between the Association and appropriate active duty personnel of the Army, Navy, Air Force, and Public Health Service, and between the Association and its members.
- C. help provide continuity in the activities of the Association.
- D. function according to the needs of the Executive Board in all matters pertaining to the business and welfare of the Association.

Section 7. Executive Board

The Executive Board shall:

- A. conduct all business of the Association in accordance with these bylaws and the decisions of the voting members.
- B. approve the annual budget and be responsible for the administration of the Association's funds.
- C. appoint the representative directors in accordance with Article V, Section 3 and Article VIII, Section 3, and fill all vacancies in accordance with Article VIII, Section 4 of these bylaws.
- D. appoint the chairmen of all committees, one member of the Colonel Marilyn J. Anderson Distinguished Lecturer Series (CMJADLS) Committee, and two additional members of the Nominating Committee and the Awards Committee at the annual meeting of the Board, or as soon as possible following the annual meeting.
- E. create and appoint special committees as necessary to fulfill the purposes of the Association.
- F. appoint one or more assistant secretaries and assistant treasurers as needed, and prescribe their specific duties.

- G. elect persons to Honorary membership.
- H. make recommendations to the membership in matters affecting the general welfare of the Association.
- I. approve the recipient of the Outstanding Alumni Award.
- J. determine the time and place of the annual Executive Board meeting and of the social gatherings of the Association.
- K. be represented at the social gatherings of the Association to meet with the membership.
- L. have the rights and duties as custom or parliamentary usage may require, in addition to the rights and duties provided in these bylaws.

ARTICLE VII MEETINGS, VOTING, AND QUORUMS

Section 1. Annual Meeting

There shall be no annual meeting of the members of the Association.

Section 2. Meeting of the Executive Board

The Executive Board shall meet at least once annually at a time and place determined by the Board.

Section 3. Voting

- A. All business requiring a vote of the members, including elections, dues changes, special assessments, proposed amendments to these bylaws, and other decisions deemed necessary by the Executive Board, shall be conducted by mail.
- B. All business requiring the vote of the voting members of the Executive Board between its annual meetings may be conducted by mail or by telephone, as appropriate.

Section 4. Quorum

- A. A quorum for the transaction of business requiring a vote of the voting members by mail shall consist of the number of ballots returned and properly executed by the voting members, and received by the date specified on the ballot.
- B. A majority of the elected members of the Executive Board shall constitute a quorum for that body.

ARTICLE VIII NOMINATIONS, ELECTIONS, APPOINTMENTS, AND VACANCIES

Section 1. Nominations

- A. Recommendations for nomination of eligible members shall be solicited by the Nominating Committee prior to every biennial election, but may be submitted at any time by the Regular and Associate members in Active status.
- B. A slate of two nominees for each elected office to be filled shall be prepared by the Nominating Committee from recommendations received from Regular and Associate members in Active status or proposed by the Nominating Committee. All nominees on the slate must have signed a Consent to Serve Form provided by the Nominating Committee.
- C. In an election year, the slate and Consent to Serve Forms shall be submitted to the Secretary at least 90 days prior to the annual meeting of the Executive Board for preparation and distribution of the ballots to the voting members.

Section 2. Elections

- A. Elections shall be held biennially, as follows:
 - (1) The President, Secretary, and the Membership Secretary shall be elected in 1995, and every fourth year thereafter.
 - (2) The Vice President and the Treasurer shall be elected in 1997, and every fourth year thereafter.

- (3) Elections to fill vacancies shall be held biennially as needed, and in accordance with Section 4 of this Article.
- B. Ballots shall be prepared and distributed as directed by the Secretary, executed by the voting members, and returned to the designated teller by the specified deadline.
- C. Tellers appointed by the President shall tabulate the results of the election and present the results to the President prior to the annual meeting of the Executive Board.
- D. A plurality of the votes cast by the voting members returning ballots shall determine the election.

Section 3. Appointments

- A. The Representative Directors for the 1972 through 1988 classes and the post-1988 classes shall be appointed in 1995, and every fourth year thereafter.
- B. The Representative Directors for the pre-1949 and the 1949 through 1971 classes shall be appointed in 1997, and every fourth year thereafter.
- C. Appointments to fill vacancies shall be made in accordance with Section 4 of this Article.
- D. Appointments of committee chairmen and members shall be made as needed, and in accordance with Article IX.

Section 4. Vacancies

- A. When a vacancy occurs in the office of President, the Vice President shall succeed to that office for the unexpired portion of the term, and the office of Vice President shall be declared vacant.
- B. When any office other than that of President is vacated prior to completion of that term of office, the Executive Board shall appoint a Regular member in Active status to fill the office until the next biennial election, when the vacancy shall be filled by election to complete the unexpired term.
- C. Vacancies in all appointed positions shall be filled by appointment by the Executive Board to complete the unexpired term.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

- A. Nominating Committee: This committee shall be composed of a chairman and two Regular members in Active status, appointed by the Executive Board for a term of two years. The duties of this committee are specified in Article VIII, Section 1.
- B. Publications Committee: This committee shall be composed of a chairman, appointed by the Executive Board, and as many Regular and Associate members, selected by the Chairman, as are required to perform the duties of the committee. This committee shall be responsible for preparing, printing, and mailing the Association's publications and other materials as may be directed by the Executive Board.
- C. Social Committee: This committee shall be composed of a chairman, appointed by the Executive Board, and as many Regular and Associate members, selected by the Chairman, as are required to perform the duties of the committee. This committee shall be responsible for arrangements for the social gatherings of the Association.
- D. Awards Committee: This committee shall be composed of a chairman and two Regular members in Active status, appointed by the Executive Board. This committee shall receive and review nominations for any award, and recommend a recipient to the Executive Board.
- E. Colonel Marilyn J. Anderson Distinguished Lecturer Series (CMJADLS) Committee: This committee shall be composed of the Treasurer, an Active member appointed by the Executive Board, and a representative of the faculty of the Army-Baylor Program who is a member of the Association and who is selected by the Program Director. The chairman shall be appointed by the Executive Board. This committee shall provide budgetary management of funds donated for the CMJADLS and coordinate with the faculty representative and the Program Director in contracting with the recommended lecturer(s). The choice of the lecturer(s) shall be determined by the Program faculty with final approval by the Program Director.
- F. Unless specified elsewhere in this Section, standing committee chairmen and committee members shall serve for a term of three (3) years, with the privilege of reappointment.

Section 2. Special Committees

Special committees shall be appointed by the Executive Board as required, and shall serve until their specific tasks have been completed.

ARTICLE X PARLIAMENTARY AUTHORITY

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

ARTICLE XI REVIEW OF BYLAWS

These bylaws shall be reviewed at least every three years, and earlier at the discretion of the Executive Board.

ARTICLE XII AMENDMENTS

- Section 1. These bylaws may be amended in whole or in part by the vote of two-thirds (2/3) of the voting members responding to a mail vote.
- Section 2. Subject to the limitations of the Articles of Incorporation, these Bylaws, and the Texas Corporation not for Profit Law concerning corporate action that may be authorized or approved by the members of the corporation, the bylaws of this Association may also be amended by the Executive Board, provided such changes are of an editorial nature and do not alter the intent of the existing provisions.