

## **2009 Proposed Bylaws**

- **Areas highlighted in yellow indicate areas changed from the current Bylaws**
- **Areas highlighted in green indicate recommendations for change during CSM 2009**
- **Please review this draft – Section members will vote whether to accept or decline the proposed changes in late Spring 2009 in conjunction with regular elections**

- BYLAWS OF THE SECTION ON CLINICAL ELECTROPHYSIOLOGY AND WOUND MANAGEMENT INC. (SCEWM) OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION (APTA)**
- Adopted by the Section on Electrophysiological and Electrokinesthesiological Measurements, June 1974
- Approved by APTA Board of Directors, February 20, 1975
- Amended June 14, 1980
- Amended February 23, 1981
- Amended June 8, 1986
- Approved by APTA Board of Directors, July 21, 1986
- Amended June 11, 1989
- Amended August 1, 1990
- Amended February 2, 1991
- Approved by APTA Board of Directors, March 3, 1991
- Amended February 8, 1992
- Amended March 12, 1993
- Amended January 22, 1994
- Amended June 15, 1996
- Amended February 10, 1997
- Amended February 22, 2000
- Amended May 28, 2001
- Amended July 27, 2001
- Amended June 8, 2002
- Amended March 11, 2003
- Approved by APTA Board Committee to Review Component Documents, January 27, 2005
- (Proposed Amendments February 28, 2009)

#### **Mission Statement**

The mission of the SCEWM is to passionately advocate for and embody the highest standards of care and best practice in clinical electrophysiology, therapeutic technologies (electrotherapy/physical agents), and wound management physical therapy through education and communication to healthcare providers; consumers and legislative, regulatory and reimbursement entities.

#### **Vision Statement**

The vision of the SCEWM is to align the three uniquely focused areas of clinical electrophysiology, therapeutic technologies (electrotherapy/physical agents) and wound management to provide a coordinated effort toward and promotion of evidence-based practice, clinical specialization and transdisciplinary care.

#### **ARTICLE I NAME**

The Section on Clinical Electrophysiology and Wound Management Inc, hereinafter referred to as the Section, shall be a section of the American Physical Therapy Association, hereinafter referred to as the Association.

## **ARTICLE II PURPOSE**

The purpose of this Section shall be:

- A. To further the objectives of the Association as expressed in the Association Bylaws and Policy Statements made by the House of Delegates.
- B. To meet the needs of persons interested in electrotherapeutic intervention, electrophysiologic evaluation, electrokinesiologic procedures, and integumentary wound management herein referred to as clinical electrophysiology and wound management applicable to the profession of physical therapy.

## **ARTICLE III OBJECTIVES**

- A. To carry out the functions of the Association as set forth in the Association Bylaws and Policy Statements made by the House of Delegates.
- B. To provide forums for education in clinical electrophysiology and wound management.
- C. To provide mechanisms for the exchange of information among physical therapy educators, researchers, practitioners and other persons interested in clinical electrophysiology and wound management.
- D. To identify and promote utilization of standards of competency for practice, research and education in clinical electrophysiology and wound management.
- E. To identify and respond to areas of concern related to clinical electrophysiology and wound management.

## **ARTICLE IV MEMBERSHIP**

### Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Physical Therapist and Life Physical Therapist, Physical Therapist Assistant and Life Physical Therapist Assistant, Student Physical Therapist and Student Physical Therapist Assistant, Retired Physical Therapist and Retired 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 Section's members shall be identical to those established in the Association's bylaws.

### Section 3: Application

An eligible Association member shall apply to the Association for Section membership. Upon payment of current Section dues, the applicant shall become a member of the Section.

### Section 4: Good Standing

A member is in good standing within the meaning of these Bylaws if the member:

- A. Is in good standing in the Association
- B. Pays all Section dues

### Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended in the Section.
- B. Any member who is expelled from membership in the Association shall be expelled from Section membership.
- C. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

### Section 6: Reinstatement

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

## **ARTICLE V SPECIAL INTEREST GROUPS**

### Section 1: Establishment

Special Interest Groups may be established by the Section and shall be subject to the rules and conditions set down by the Association and by the Section.

- A. Name: The name of the Special Interest Group **for wound management will** be the Wound Management Special Interest Group (WMSIG).
- B. Purpose: The WMSIG shall provide a forum for Section members having a common interest in physical therapy for wound management to meet, confer, and promote patient care through education, clinical practice, and research.
- C. Formation and Dissolution: Special Interest Groups of the Section may be established and dissolved in accordance with the rules and conditions set down by the Section's governing body.

### Section 2: Limitations

Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.
- B. No Special Interest Group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the Special Interest Group unless authorized to do so in writing by the Section's governing body.

## **ARTICLE VI MEETINGS**

- A. There shall be at least one (1) Section Business Meeting per year.
- B. The Annual Meeting of the Section shall be held at the time and place of the Combined Sections Meeting of the Association.
- C. Special business meetings may be held during any calendar year, in conformity with Association policy. Special meetings may be called by the President, four members of the Executive Committee, or by petition of 20% of the Section membership to the Executive Committee or President. Sixty days written notice shall be provided to the membership for such Special Business Meetings.
- D. Attendance at business meetings is limited to Section members in good standing and guests invited by the Executive Committee.
- E. A quorum of the membership is fifteen (15) members.
- F. All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

## **ARTICLE VII OFFICERS AND EXECUTIVE COMMITTEE**

### Section 1: Name of Officers

The officers of the Section shall be the President, **Vice-President**, Treasurer, Secretary, Program/**Education Chair**, and Publications Chair.

### Section 2: Qualifications of Officers

Only such members of the Section as are provided for in the Association's Bylaws, Article IV, Section 3, Sub-paragraph (3).b, who have consented to serve, shall be eligible for election to office. **Physical Therapist assistant, Retired Physical Therapist Assistant, and Life Physical**

Therapist Assistant may hold office subject to the limitations specified in the Association Bylaws, Article V, Section 5, Subparagraph C.

### Section 3: Tenure of Officers (Sections have been reordered)

- A. Officers shall serve a term of **three years** or until the election and installation of their successors.
- B. No member shall serve more than two consecutive terms in one office nor hold more than one office at a time. **Being an officer does not preclude a member from simultaneous participation as a chair or member of Section committees.**
- C. The term of office for officers shall commence at the **end** of the CSM annual business meeting.
- D. The President, Program Chair, and Publications Chair shall be elected on the same ballot for the same duration of office. Election of these positions are considered cycle one elections and may not take place within the same calendar year as elections for other Executive Committee members in order to promote mentoring of incoming officers.
- E. The Vice-President, Treasurer, and Secretary shall be elected on the same ballot for the same duration of office. Election of these positions are considered cycle two elections and may not take place within the same calendar year as elections for other Executive Committee members in order to promote mentoring of incoming officers.

### Section 4: Duties of Officers

- A. The President shall:
  - a. **Preside** at all meetings of the Section and Executive Committee **during the annual Combined Sections Meeting** and shall serve, ex officio, as a member of all committees except the Nominating Committee.
  - b. Recommend to the Executive Committee the appointment and the creation of special and advisory committees.
  - c. Submit a written annual report of the Section to the Association by February 15.
  - d. Have the privilege of appointing a parliamentarian, without loss of membership rights.
  - e. Notify the Association of the name of the Section's delegate as required by the Association and the Standing Rules of the House of Delegates.
  - f. Serve as Immediate Past President upon completion of term as President.
- B. The Vice-President shall:
  - a. Assume the duties of the President if the President is absent or unable to serve.
  - b. Succeed to the position of President in the event of a vacancy in the office of President, for the unexpired portion of the term.
  - c. Submit a written annual report to the President at least ten calendar days prior to the annual meeting, for presentation at the annual meeting.
  - d. Serve as the Section Delegate.
  - e. **Oversee the Section website.**
  - f. **Shall be responsible for drafting Bylaw changes to be presented to the Executive Committee or voted on by the general membership of the Section.**
- C. The Treasurer shall:
  - a. Receive and dispense Section monies.
  - b. Develop, with the assistance of the Executive Committee, an annual budget, and be responsible for publishing the proposed budget at least 30 calendar days prior to the annual meeting.
  - c. Submit an audited financial report for the previous fiscal year to the Section President by February 15.
  - d. **Monitor section investments utilizing association resources.**

- D. The Publications Chair shall:
- a. Serve as administrative director for publications.
  - b. Review and approve all publications of the Section.
  - c. Submit a written report to the President at least ten calendar days prior to the annual meeting, for presentation at the annual meeting.
- E. The Secretary shall:
- a. Record and distribute the minutes of all Section meetings and meetings of the Executive Committee to members of the Executive Committee in a timely fashion.
  - b. Maintain a record of all official actions and decisions of the Section and Executive Committee.
  - c. Serve as historian of the Section.
  - d. Maintain the policies and procedural documents of the Section, and coordinate the strategic planning process.
  - e. Minutes/reports of all Section Business Meetings shall be submitted to the Association staff liaison within 45 calendar days following the Section's meeting.
- F. The Program Chair shall:
- a. Continue in an advisory role for 3 months after leaving office to familiarize the newly elected Program Chair with Section procedures for CSM program development.
  - b. Plan Section programs for CSM and the Association's Annual Scientific Meeting in accordance with Association guidelines and coordinate other Section programming with the Continuing Education Committee.
  - c. Serve as Chair of the Education Committee and appoint members to serve on the Education Committee consistent with established policies and procedures.
  - d. Review/approve content, faculty and budget for all Section sponsored education programs.
  - e. Be responsible for planning and coordinating all education programs of the Section in cooperation with the Association's Program Chair.
  - f. Submit a written report to the President at least ten calendar days prior to the annual meeting for presentation at the annual meeting.
- G. The Immediate Past President shall:
- a. Provide assistance and guidance to the current president when requested.
  - b. Submit a report to the Section President at least ten calendar days prior to the Annual Meeting for presentation at the Annual Meeting.

#### Section 5: Transfer of Records by Officers

Upon termination of office of service, each officer shall transfer appropriate records, in proper order, to the successor of that office not more than 30 calendar days after leaving office with the exception of the office of Treasurer, who will transfer records upon leaving office.

#### Section 6: Composition and Duties of the Executive Committee

The Executive Committee shall:

- A. Be composed of the six elected officers and the Immediate Past President.
- B. Conduct Section business between annual and special business meetings.
- C. Create and appoint special and advisory committees necessary to accomplish the objectives of the Section.
- D. Appoint members to fill vacancies occurring in the offices of the Vice-President, Publications Chair, Secretary, Program Chair, and Treasurer. Those appointed to such offices shall serve until the next duly scheduled election for the particular office in question.

- E. Fill vacancies occurring on the Nominating Committee, by a majority vote.
- F. Carry out the mandates and policies of the Section as determined by the Section members.
- G. Have the power to authorize vote by mail of Section membership as prescribed in the Bylaws.
- H. Assist the Treasurer in developing the Section's annual budget.
- I. Authorize expenditures in excess of the adopted budget.
- J. Appoint a Nominating Committee Chair **at annual business meeting at CSM.**
- K. Appoint Subcommittee Chairs for the Committee on Practice **at annual business meeting at CSM.**
- L. Appoint an alternate delegate, if required.
- M. Meet regularly during annual **CSM.**
- N. The President is authorized to call special meetings of the Executive Committee when necessary with at least 60 days notice. A special meeting shall be called upon written petition of 50% of the Executive Committee.

#### Section 7: Quorum

A quorum of the Executive Committee is four (4) members.

#### Section 8: Vacancies

- A. A vacancy on the Executive Committee or Committee Chair(s) position shall be declared by a majority vote of the Executive Committee upon the occurrence of:
  - a. Inability to perform duties.
  - b. Resignation or death of a member.
- B. Vacancy in the office of President shall be filled by the Vice-President.
- C. Vacancy for other officers shall be filled by Executive Committee appointment.

#### Section 9: Dismissal from Office or Committee

Cause for dismissal shall be determined by a majority vote of the Executive Committee upon the occurrence of:

- A. Failure to perform the duties as described in these Bylaws.
- B. Failure to comply with APTA ethical standards.

### **ARTICLE VIII COMMITTEES**

#### Section 1: Nominating Committee

- A. The Nominating Committee shall consist of three **Physical Therapist, Retired Physical Therapist, or Life Physical Therapist** members of the Section in good standing.
- B. **One member shall be elected in cycle one and two members shall be elected in cycle two.**
- C. Each member of the Nominating Committee shall serve a term of three years and shall not serve more than two consecutive terms.
- D. The Nominating Committee Chair shall be appointed from the elected Nominating Committee members by the Executive Committee **at the annual business meeting at CSM.**
- E. The Nominating Committee shall be responsible for:
  - a. **Preparing a slate of nominees for each elected office and position becoming vacant as described in the Section's bylaws.**
  - b. Coordination of **ballot procedures.**

- c. Vacancies to the Nominating Committee shall be filled by a majority vote of the Executive Committee. Any such appointee shall serve until the next duly scheduled election for that particular position on the committee.
- d. Members of the Nominating Committee may run for and be elected to "offices" of the Section while serving on the Nominating Committee. However, if elected, they would be ineligible to continue on the Nominating Committee and their position would be filled by an individual appointed by the Executive Committee.

#### Section 2: Education Committee

- A. Shall be chaired by the Program Chair.
- B. Shall consist of 6 committee members plus the Committee Chair.
- C. The Committee Chair will have voting privileges only on cases of a tie vote.
- D. Members will be appointed by the Executive Committee.
- E. At least one member, at all times, will be an electrophysiologic clinical specialist (ECS) who is participating in the planning and implementation of the Electrophysiologic Evaluation curriculum.
- F. Terms will commence at the annual business meeting at CSM.
- G. Each member will serve a term of three years.
- H. A maximum of three members will be appointed annually.
- I. Shall review/approve the content, faculty and budget of all proposed Section sponsored continuing education programs.
- J. Shall develop/implement programs based upon the continuing education needs of the membership.

#### Section 3: Committee on Practice

- A. The function of this committee is to serve the membership by gathering information on current federal and state legislation, legal actions, and practice and reimbursement issues for wound management, clinical electrotherapy and electrophysiologic evaluation. The committee will be composed of two subcommittees: Clinical Electrotherapy and Electrophysiologic Evaluation as well as one Special Interest Group or SIG (Wound Management).
- B. Each Subcommittee Chair shall be appointed by the Executive Committee at the annual business meeting at CSM.
- C. Each member will serve a term of three years.
- D. The Committee on Practice shall consist of a total of at least six members approved by the Executive Committee.
- E. Shall make recommendations to the Executive Committee regarding advice to be given to inquiring parties seeking assistance with legislative, legal, practice, and reimbursement issues that influence the practice of clinical electrotherapy, wound management and electrophysiologic evaluation and implement the provision of these advisory/assistance services in accordance with guidelines approved by the Executive Committee.
- F. Shall make recommendations to the Executive Committee regarding entry level knowledge and entry level practice as it relates to electrotherapy, wound management, and clinical electrophysiologic evaluation.
- G. Upon request, shall submit a report to the general membership regarding its activities at the Section's business meetings.

#### Section 4: Finance Committee

- A. Chaired by the Treasurer; with committee members selected from Executive Committee will develop and maintain the budget, provide audit data on request to Executive

Committee, submit biannual Finance Committee reports for review to appropriate echelons and for dissemination to membership.

#### Section 5: Membership Committee

- A. The Executive Committee will appoint a Membership Chair at the annual business meeting at CSM.
- B. The Membership Committee will consist of at least four members approved by the Executive Committee.
- C. One member of the Membership Committee will be appointed by the Membership Committee as Public Relations Coordinator.
- D. Each member will serve a term of three years.
- E. Shall be responsible for the Section Display Booth consistent with established policies and procedures.
- F. Shall contact all new and renewing members to determine their specialty area of practice and forward that information to the subcommittee practice chairs or SIG.
- G. Shall be responsible for maintaining current membership and future recruitment.

#### Section 6: Special Committees

Special committees as deemed necessary by the Section or Executive Committee shall be appointed by the Executive Committee.

### **ARTICLE IX SECTION DELEGATE**

Regarding the Section Delegate:

- A. Shall be a non-voting member of the House of Delegates for the primary purpose of representing the Section's interest in the policies presented to the membership of the Association.
- B. If the Vice-President is unable to serve as Section Delegate an alternate shall be appointed by the Section Executive Committee by January 1, of each year.
- C. Delegate or alternate may not concurrently serve as a delegate for any other chapter or component of the Association.
- D. Delegate or alternate must be a Physical Therapist or Physical Therapist Assistant Section member in good standing and must have been an APTA member, in any category of membership, in good standing for not fewer than two years immediately preceding their term as Delegate or alternate.
- E. Section Delegate shall be represented in the House of Delegates at least once every third year.

### **ARTICLE X NOMINATIONS, ELECTIONS AND VOTING**

#### Section 1: Nominations

- A. Prior to each election, the Nominating Committee shall prepare a slate of one or more nominees for each office and Nominating Committee position(s) becoming vacant. Only those members in good standing and consenting to serve shall be considered by the Nominating Committee.
- B. Nominations from the floor for the upcoming cycle of elections may be made during the Section's Annual Business Meeting at CSM and those nominations shall be considered by the Nominating Committee for inclusion on the upcoming ballot.
- C. Requests for nominations shall be published annually in the August Section publication.
- D. A slate of nominees shall be distributed to the Section membership in the November newsletter.

- E. Nomination suggestions shall be accepted and considered by the Nominating Committee until the slate is published in the November newsletter.

## Section 2: Voting

- A. The voting body shall be composed of those Section members in good standing who have voting privileges in the Association.
- B. Voting may be done by mail ballot or electronically per association guidelines.
- C. If voting by mail ballot:
  - a. A minimum of 5% of the Section members must return legal ballots in order to constitute a legal vote. If 5% is not obtained by the announced deadline, the Nominating Committee will extend the deadline by 2 weeks and email all members requesting non-voters to cast their vote. If 5% participation is not reached after the 2 week extension, the vote will be considered invalid and the election process shall be repeated.
  - b. The positions to be filled, candidate statements, and/or the question to be decided and appropriate supporting information shall be provided with the ballot.
  - c. Ballots will be mailed by November 1.
  - d. Instructions for completing and returning the ballot shall be printed on each ballot.
  - e. The deadline for return of ballots shall be printed on the ballot. This deadline shall be no sooner than 30 calendar days after the date mailed to the membership.
  - f. To be considered valid, ballots must be postmarked no later than the day of the deadline.
  - g. The Chair of the Nominating Committee or designate shall receive the mail ballots and verify the voter's status, and assure that no duplicate ballots were cast.
  - h. Section members in good standing eligible to vote must use an official Section on Clinical Electrophysiology and Wound Management ballot form.

## Section 3: Elections

- A. Elections shall be coordinated by the Nominating Committee.
- B. A plurality of the votes cast will determine the winner in all elections.
- C. The ballots shall be tallied by at least two Section members (tellers) in good standing appointed by the President.
- D. Results of the election will be reported to the Section membership in the Section publication. Results will be mailed to the Association's headquarters within 30 calendar days of being tallied.
- E. In the event of a tie vote, the tie will be broken by drawing lots.

## **ARTICLE XI FINANCE**

### Section 1: Fiscal Year

The fiscal year of the Section is January 1 through December 31.

### Section 2: Dues

- A. The dues of the Section shall be for 12 months of membership and will coincide with the member's National expiration date.
- B. The dues for each membership category shall be:
  - a. Physical Therapist: \$35.00
  - b. Physical Therapist – Post-Professional Student: \$5.00
  - c. Physical Therapist Assistant: \$25.00

- d. Life Physical Therapist: no dues
  - e. Life Physical Therapist Assistant: no dues
  - f. Retired Physical Therapist: no dues
  - g. Retired Physical Therapist Assistant: no dues
  - h. Student Physical Therapist and Student Physical Therapist Assistant: \$5.00
- C. The dues of the Section will not exceed the dues of the Association without specific approval of the Board of Directors of the Association.

### Section 3: Limitation on Expenditures

- A. No officer, committee or employee shall spend any money not provided for in the budget as adopted by the Section, nor spend any Section money in excess of budget allotment except by the approval of the Executive Committee of the Section.
- B. The Executive Committee of the Section shall have the power to authorize expenditures in excess of the adopted budget. Such expenditures shall not be in excess of current financial resources. Notification of the amount and rationale of said expenditures will appear in the next Section publication.

### Section 4: Financial Statements

The Section shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

## **ARTICLE XII PUBLICATIONS AND COMMUNICATIONS**

### Section 1: Publications

The SECTION NEWSLETTER is an official publication of the Section. Publication of meeting notices and the prior notices of issues to be voted upon in the SECTION NEWSLETTER shall constitute official notice to all members, provided the Section publication(s) has been mailed or emailed the required number of days prior to the meeting date.

### Section 2: Communications

All members, including officers, must have permission from the Executive Committee before distribution of any Section reports to persons other than Section members. They must also have approval from the Executive Committee to represent the Section on radio, television, through newspapers or interviews, or at a public or professional meeting.

## **ARTICLE XIII PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIV AMENDMENTS AND DISSOLUTION**

### Section 1: Amendments

- A. The Section Bylaws may be amended at any annual or special meeting of the Section or by ballot, with a two-thirds majority vote of those members present and voting with previous notice to members at least thirty (30) calendar days prior to the vote. Amendments to the Section's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Section dues become effective on the first of the Section's next fiscal year following approval.)

- B. If the intent of an amendment is editorial or to bring the Section's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Secretary and shared with the Executive Committee. The Executive Committee shall notify the Section's membership that such amendments have been made.
- C. A current copy of Section Bylaws, including date of adoption, must be filed with the Association within 30 days of adoption.

#### Section 2: Dissolution

- A. Involuntary dissolution of the Section by action of the Association Board of Directors shall be as prescribed by the Association Bylaws.
- B. Voluntary dissolution, being in effect a motion to rescind the Bylaws, shall require the same notice and vote as to amend. Any members on record shall be notified of the resolution to dissolve at least ninety calendar days prior to the meeting at which the vote on the resolution would be taken.

### **ARTICLE XV ASSOCIATION AS HIGHER AUTHORITY**

In addition to these Bylaws, the Section is governed by the Association Bylaws and Standing Rules, and by Association policies.