

**BYLAWS of the ONCOLOGY SECTION
of the AMERICAN PHYSICAL THERAPY ASSOCIATION**

**ARTICLE I. NAME AND RELATIONSHIP TO THE AMERICAN PHYSICAL
THERAPY ASSOCIATION**

The Oncology Section of the American Physical Therapy Association, hereafter referred to as the Section, shall be a section of the American Physical Therapy Association, hereafter referred to as the Association.

ARTICLE II. PURPOSE AND MISSION

PURPOSE:

The purpose of this Section shall be to create a means by which Association members having a common interest in Oncology Physical Therapy may meet, confer and promote these interests.

MISSION:

The Mission of this Section is to create a forum for persons whose skills and knowledge concerning Oncologic Physical Therapy can be enhanced for mutual benefit to society and the profession of physical therapy by:

Enhancing knowledge and skills in Oncology Physical Therapy practice.

Furthering the role of Oncology Physical Therapy in prevention, diagnosis, education, treatment and support in order to improve the function of patients with cancer or cancer survivors, and

Representing and promoting Oncology Physical Therapy.

ARTICLE III. OBJECTIVES

1. Develop and improve oncology physical therapy education, practice, and research.
2. Identify, coordinate action, communicate, and provide fellowship to meet the needs of its members.

The functions of the Section shall be to:

- A. Provide a forum for exchange of knowledge, ideas, and skills pertaining to the practice of physical therapy in all levels of cancer care.
- B. Improve oncology patient care by increasing public awareness of the contribution of physical therapy in the care of the cancer patient and family.

- C. Provide the Association, physical therapy educational programs, and the community, guidance concerning the involvement of physical therapy in oncology services.
- D. Promote physical therapist, physician, and other health care professional interest in the positive aspect of oncology rehabilitation.
- E. Promote the concepts of optimal quality of life through quality of care for those patients with terminal disease.
- F. Encourage research, promote the development of new knowledge, and foster contributions to the professional literature.
- G. Conduct programs devoted to oncology issues of interest to members of the Association.
- H. Provide such services as will further the objects of the Section.

ARTICLE IV. MEMBERSHIP

Section 1. Categories and Qualifications of Members

The Chapter/Section membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student 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 for and Admission to Membership

The payment of Section dues by members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4. Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5. Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have their

membership privileges suspended from the Section.

- B. Any member of the Section 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.
- D. The Section may not expel a member from the APTA for any reason.

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. Regional and Special Interest Groups

Section 1. Regional Groups

- A. Name: Regional Committee
- B. Purpose

Members of the Section residing or working in a defined geographic region may meet, confer, and promote their interests in oncology physical therapy and the interests of their respective region.

C. Formation and Dissolution

Regional groups of the Section may be established and dissolved in accordance with the rules and conditions set down by the Section's Board of Directors. The Section's BOD may dissolve a regional group if the group has failed to satisfy its obligations or to observe the limitations on regional groups as set forth in the Section Bylaws. The regional group must be given timely notice of the charges against it and the opportunity to be heard in its own defense. The judgment of revocation must be supported by at least two-thirds of the members of the Section's BOD.

D. Structure, Obligations and Limitations

- 1. Regions shall operate under Bylaws or Rules of Order that shall be consistent with Section and APTA Bylaws and that shall be approved by the Section's BOD.
- 2. The Regional groups are subject to the following limitations:
 - a. Bylaws and policies of the Association and the Section.

- b. No regional group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the regional group unless authorized to do so in writing by the Section's Board of Directors.
- c. Regions shall not establish dues.

Section 2. Special Interest Groups

A. Name: Special Interest Group (SIG)

B. Purpose

Members of the Section having a common interest in a defined specialty area with direct links to oncology may meet, confer, and promote their interests in oncology physical therapy and the interests of their respective SIG.

C. Formation and Dissolution

SIGs of the Section may be established and dissolved in accordance with the rules and conditions set down by the Section's BOD. In addition, a SIG may dissolve pursuant to the provisions of its bylaws or pursuant to its Articles of Incorporation. The Section's BOD may dissolve a SIG if the group has failed to satisfy its obligations or to observe the limitations on SIGs as set forth in the Section Bylaws. The SIG must be given timely notice of the charges against it and the opportunity to be heard in its own defense. The judgment of revocation must be supported by at least two-thirds of the members of the Section's BOD.

D. Structure

SIGs shall operate under Bylaws or Rules of Order that shall be consistent with Section and APTA Bylaws and that shall be approved by the Section's BOD.

E. Obligations

Each SIG shall do the following:

1. Further the object and functions of the Section as set fourth in the SIGs area of interest.
2. Perform the duties and assume the responsibilities that the Section Bylaws place on SIGs.
3. Conduct its affairs in accordance with its bylaws or standing rules.
4. Maintain complete and accurate financial records that shall be audited

annually.

5. Submit to the Section's BOD annual reports of its activities and other reports as requested by the Section BOD.
6. Hold an annual meeting of the SIGs general membership.
7. Limit attendance at SIG business meetings to APTA members and invited guests approved by the SIGs officers.

F. Property and Records

If the SIG is dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the group shall, after payment of its bona fide debts, be conveyed to the Section. In the case of two or more SIGs merging, all property and records will be turned over to the continuing group without being returned through the Section.

G. Limitations

SIGs are subject to the following limitations:

1. Bylaws and policies of the Association and the Section. If the SIG bylaws, rules, or resolutions are inconsistent with the bylaws of the Section, the part or parts of these documents that are inconsistent with the bylaws of the Section are void and of no effect.
2. No SIG shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the SIG unless authorized to do so in writing by the Section's BOD.
3. SIGs shall not establish dues.

ARTICLE VI. MEETINGS

Section 1. Business Meeting

The Section shall hold an annual business meeting at the time and place of the Combined Sections Meeting of the American Physical Therapy Association. At least 30 days notice of the meeting is required. Attendance at business meetings for the conduct of Section business is limited to Section members and invited guests approved by the Section officers.

Section 2. Additional Meetings

Additional meetings may be held at the discretion of the Board of Directors and may be national or regional in nature, provided they do not conflict with other APTA functions

or meetings. A special meeting shall be called upon written petition of 50% of the membership. At least 30 days notice of the meeting is required.

Section 3. Voting at Business Meetings

The voting body at business meetings of the Section shall consist of all Section members entitled by the Association to vote and who are present at the business meeting.

Instead of voting at a meeting, an issue may be voted on via mail or electronic ballot. Membership must be given a minimum of 30 days notice prior to a vote. A minimum of ten ballots must be returned in order for a mail vote to be valid.

Section 4. Quorum

A quorum exists when ten section members are present at a business meeting.

Section 5. Meeting Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

ARTICLE VII. BOARD OF DIRECTORS (BOD)

Section 1. Composition

A. The BOD of this Section shall consist of the officers of the Section.

Section 2. Duties

The Board of Directors shall:

- A. Carry out the mandates, policies and procedures of the Section membership. Between business meetings, the BOD may make and enforce policy on behalf of the Section as is consistent with the mandates, policies and procedures of the Section.
- B. Direct all business and financial affairs for and on behalf of the Section. The BOD shall not commit the Section to any financial obligations in excess of its current financial resources.
- C. Foster the growth and development of the Section for the benefit of the APTA, the Section and communities of interest.
- D. Have not less than one meeting a year, to which committee chairs are invited. Additional meetings may be held as described in Section 5.

Section 3. Terms and Vacancies

- A. Nominations and balloting for the office of President Elect shall occur so that the person may assume office at the conclusion of the business meeting (held at the Combined Sections Meeting of the American Physical Therapy Association) one year prior to the expiration of the President's term. After serving one year, the President Elect shall assume the office of President at the conclusion of the business meeting held at the Combined Sections Meeting and serve as President for a two-year term or a four-year term if re-elected.
- B. Nominations and balloting for the offices of Vice President and Secretary shall occur so that the new officers may assume office at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in even numbered years. Each officer will serve a 2 year term, or four-year term if re-elected.
- C. Nominations and balloting for the office of Treasurer and Member-at-Large shall occur at such time as to allow the newly elected officers to assume office at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in odd numbered years. The Treasurer and Member-at-Large will serve a 2 year term, or four-year term if re-elected.
- D. The current President will assume the office of Immediate Past President at the conclusion of the business meeting (held at the site of the Combined Sections Meeting of the American Physical Therapy Association) in even numbered years. The Immediate Past President will serve a one year term.
- E. No officer shall hold more than one (1) office at a time, and no officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- F. Vacancies in the offices of Vice President, Secretary, Treasurer, Member-at-Large, or Nominating Committee Chair shall be filled for the unexpired term by appointment by the President with the advice and consent of at least 60% of the members of the Section's BOD.
- G. In the event of a vacancy in the office of President, the Vice President shall succeed to the presidency for the unexpired portion of the term.
- H. If a President-Elect must leave office before assuming the office of President, a special election may be held to elect a new President to take office when the term of the current President expires.

Section 4. Officers

A. Composition

The officers of the Section shall be President, Vice President, Secretary, Treasurer, and

Member-At-Large. Only such members of the section as are provided for in the Association bylaws, Article IV, Section 2, Subparagraph B (3) .b, who have consented to serve, shall be eligible for election to office. A person shall have been a member of the Section for at least one year prior to running for office.

B. Duties

1. President

- a. The President shall preside at all meetings of the BOD and shall be an ex-officio member of all committees except the Nominating and Elections Committee.
- b. The President shall create and appoint all standing, special and advisory committees necessary to accomplish the functions of the section with the advice and counsel of the BOD.

2. Vice President

- a. The Vice President shall assume the duties of the President if the President is absent or incapacitated.
- b. The Vice President shall chair the Bylaws Committee.

3. Secretary

The Secretary shall be responsible for keeping and distributing the minutes of the proceedings of all meetings, including a copy sent to the APTA staff liaison to Sections within 45 days.

- a. The Secretary shall distribute all meeting notices to members of the Section.
- b. The Secretary shall complete and submit appropriate records.
- c. The Secretary shall maintain records of the official actions of the Section and the BOD.
- d. The Secretary shall maintain archival records for the section.

4. Treasurer

- a. The Treasurer shall be responsible for receiving all dues, keeping an accurate account of all receipts and disbursements, and report annually to the Section.
- b. The Treasurer shall be responsible for submitting an annual budget to the BOD for approval.

- c. The Treasurer shall have the accounts of the Section audited annually.
 - d. The Treasurer shall be responsible for annually submitting the financial report for audit to APTA headquarters.
5. Member-at-Large
- a. The Member-at-Large will respond to clinical questions received by the Section Office and other Board Members.
 - b. The Member-at-Large will serve as a liaison to other Oncology organizations, or will appoint and oversee liaisons.
 - c. The Member-at-Large will take on sundry projects that further the goals of the Section.

Section 5. Conduct of Business

- A. The officers shall each have 1 vote. Standing Committee Chairmen, President-Elect, and Immediate Past President shall have a voice but no vote.
- B. The President may call special meetings given 30 days notice. A special meeting must be called upon written petition of 60% of the BOD.
- C. A majority of the officers shall be present for a quorum to exist.

ARTICLE VIII. COMMITTEES

Section 1. Finance Committee

The Finance Committee shall consist of the officers of the Section.

Section 2. Nominating and Elections Committee

The Nominating and Elections Committee shall consist of three Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, or Retired Physical Therapist Assistant members of the Section, one of whom shall be elected each year for a three-year term. The Committee shall submit a slate of at least one candidate for each office for Section elections.

Section 3. Standing Committees

The Section shall have standing committees which serve the multiple projects and areas of interest in which the section is involved. The Section President will establish committees and appoint section members to committees with the advice and counsel of the BOD. All appointed committee chairs and members will serve a minimum of a two

year term. Committee Chairs shall serve for a term of two (2) years or until their successors are appointed. Following appointment by the Section President, their terms shall begin at the conclusion of the business meeting held at the site of the Combined Sections Meeting of the American Physical Therapy Association.

ARTICLE IX. DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

- A. The Vice President shall serve as Section Delegate. The President shall designate an alternate delegate. Only Physical Therapist or Physical Therapist Assistant members who have been members in any class of membership in the association in good standing for two years immediately preceding may serve as a Section Delegate. The Section Delegate may not serve as Chapter Delegate. The section shall notify Association Headquarters of the name of the Section Delegate(s) as required by the Association and Standing Rules of the House of Delegates.
- B. The Section shall be represented in the House of Delegates every year.

ARTICLE X. NOMINATIONS, ELECTIONS, VOTING

Section 1. Nominations

The Nominating and Elections Committee shall notify the membership of the slate of nominees via the Oncology Section Journal/Newsletter at least 30 days prior to the deadline for submitting ballots.

Section 2. Election of Officers

- A. Voting shall be held annually by mail or electronic balloting as coordinated by the Nominating and Elections Committee.
- B. In the event that the Nominating committee is unable to obtain consent to serve from any nominee for a given office, nominations from the floor will be in order at the Business Meeting held at the Combined Sections Meeting of the American Physical Therapy Association. Elections will then be conducted immediately following these nominations at this Business Meeting.
- C. The nominee receiving a plurality of votes cast shall be considered elected.
- D. The results of the election shall be announced at the Business Meeting held at the Combined Sections Meeting of the American Physical Therapy Association.
- E. The results of the election shall be forwarded to APTA headquarters by the Nominating and Elections committee Chairperson within 45 days of the election.

Section 3. Voting Body

- A. The Voting Body shall consist of all members of the Section who have voting privileges in the APTA.
- B. A minimum of 10 mailed or electronic ballots must be returned for an election to be valid.
- C. For election purposes only, absentee ballots shall count toward the quorum for a meeting.

ARTICLE XI. FINANCE

Section 1. Fiscal Year

The Fiscal Year of the Section shall be from January 1st through December 31st, the same as that of the Association.

Section 2. Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of budget allotment except by order of the Section's BOD. The BOD shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3. Dues

- A. Annual dues shall be as follows:

- Physical Therapist: \$45
- Physical Therapist – Post Professional Student: \$20
- Physical Therapist Assistant: \$30
- Life Physical Therapist: \$20
- Life Physical Therapist Assistant: \$20
- Student Physical Therapist and Student Physical Therapist Assistant: \$20
- Retired Physical Therapist: \$20
- Retired Physical Therapist Assistant: \$20

- B. All dues shall be for the period specified in Association bylaws.

- C. Dues Increase

All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

Section 4. Financial Reports

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. DISSOLUTION OF THE SECTION

Section 1.

The Section may be dissolved by a two-thirds vote of the members present at any meeting, providing ninety (90) days notice of such pending action has been given to the members.

Section 2.

All property and records of what-so-ever nature in the possession of the Section shall, after payment of all bona fide debts, be turned over to the Association.

Section 3.

If the Section is dissolved for the purposes of merging with an existing Section or newly formed Section, all property and records of what-so-ever nature in the possession of the Section shall, after payment of all bona fide debts, be turned over or conveyed to the existing or newly formed Section with which it is merged.

Section 4.

The Section may be dissolved by a 2/3 vote of the Board of Directors if the Section's membership remains less than 200 during any consecutive twelve (12) month period.

Section 5.

The involuntary dissolution of the Section by the action of the APTA House of Delegates shall be prescribed as provided in APTA Bylaws, Article V, Section 2-f (3).

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 rules of order the section may adopt.

ARTICLE XIV. AMENDMENTS

Section 1. Section Approval Mechanism

The Bylaws may be amended at any Business Meeting of the Section by 2/3's vote of those present and voting. Notification of a proposed amendment shall be given to the membership at least thirty (30) days prior to the Business Meeting. The effective day of adoption of the amendments shall be the date of approval by the Association's Board of Directors.

Section 2. Automatic Approval Mechanism

When Association bylaws have been amended so as to require amendments of the Oncology Section bylaws, the amendment shall be made as required by the Vice-President, chair of the Bylaws Committee, and shared with the Board of Directors. These amendments will not require the vote of the Board of Directors or Section members, but will automatically be adopted upon approval by the Association's Board of Directors. The Vice-President shall notify the Chapter/Section's membership that such amendments have been made.

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.

Adopted:	6/20/82
Amended:	2/14/83
Section formed by APTA:	6/14/83
Amended:	6/17/84
Amended:	6/16/85
Amended:	6/16/87
Amended:	5/22/89
Amended:	2/04/91
Final Revision of rewrite:	6/13/93
Revision:	5/12/97
Amended:	3/7/05
Amended:	2/06
Amended for Compliance:	5/1/06
Amended:	2/11/11