

Qualification of Officers:

Members in good standing for a period of at least one (1) year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

Duties of the Board of Directors:

1. Carry out the mandates and policies of the Chapter as determined by the membership, and transact business for, and on behalf of, the Chapter.
2. Make recommendations to the Chapter regarding proposed amendments to the bylaws.
3. Supervise the affairs of the Chapter and devise and execute measures for its growth and accomplishment of its objects.
4. Direct the activities of the standing committees.
5. Prepare a list of qualified candidates for the Governor of the State of West Virginia for appointment to the WV Board of Physical Therapy.
6. On an annual basis review the Chapter's audited financial report.
7. Meet at least three (3) times annually: spring, summer, and fall.
8. Bring before the members at regular, or special meetings, or by correspondence, any communications from the Association for their information, opinion and /or vote.

Duties of President:

1. Serve as official head and public spokesperson of the Chapter.
2. Preside at all meetings of the Chapter and Board of Directors.
3. Be an Ex-Officio member of all committees, except the Nominating and Ethics Committees.
4. Inform members of the Chapter and report on all communications received from the Association, which he/she and /or the Board of Directors deems to be of importance.
5. Report to the members of the Chapter at all regular meetings on the proceedings of the Board of Directors' meetings.
6. Make a report to the members at each meeting and submit a written annual report to the Secretary to be published in the first newsletter of the calendar year.
7. Appoint a parliamentarian to assist and advise in procedure of meetings.

Duties of the Vice President:

1. Perform the duties of the President in his/her absence.
2. Assist the President with his/her duties.
3. In the case of death, resignation, removal, or disqualification of the President, succeed to the Presidency for the unexpired term.
4. Make a report to the members at each meeting and submit a written annual report to the Secretary to be published in the first newsletter of the calendar year.
5. Foster development of special interest groups.
6. Serve as a liaison with the WV Board of Physical Therapy.
7. Coordinate leadership training for Chapter leaders.
8. Oversee nomination of members for association and Chapter awards/recognition.

Duties of Secretary:

1. Record minutes of the Chapter and Board of Directors' Meetings.

2. Complete and submit all documents of value, including meeting minutes, rosters, and election results, to the Association within forty-five (45) days after Chapter meetings.
3. Be custodian of the Chapter's Charters and other legal documents.
4. Provide, when deemed necessary, for registration of members and guests at Chapter functions and keep a record of such registration.
5. Send the names and addresses of all officers immediately after their election and the names of standing committee chairs within forty-five (45) days of their appointment to the Association.
6. Carry on all official correspondence of the Chapter, including such matters as notifying officers of their elections, committee chairs of their appointments and duties, and all other correspondence as may be required.
7. Complete and send the annual activity report to the Association by the designated date.

Duties of Treasurer:

1. Keep true and accurate accounts of all receipts and disbursement of the Chapter and its Special Interest Groups.
2. Prepare a written financial report annually in compliance with bylaws.
3. Present a financial report at all chapter meetings and all Board of Directors' meetings.
4. On an annual basis, have accounts audited by an auditor or peer review selected by the Finance Committee. Results of annual audits shall be published in the Chapter newsletter.
5. Pay all bills authorized in the budget or approved by the Board of Directors or the membership. All bills must be submitted in writing.
6. Turn over to successor within thirty (30) days of vacating office, all books, records and paper, receiving a notarized receipt thereof.
7. Preside as Chairperson of the Finance Committee.
8. Submit a lobbying expense report to the Association by the specified date.

Duties of the President-Elect:

1. Assist the President with his/her duties during the year prior to assuming office.
2. Prepare for eventual assumption of duties of President during the year prior to assuming office.

Duties of the Nominating Committee:

1. The Nominating Committee shall be composed of three (3) members in good standing who have been Physical Therapist, Life Physical Therapist, or Retired Physical Therapist members of the Chapter for at least two (2) years preceding their election.
2. The membership shall elect one (1) Nominating Committee member at each annual meeting. Each member of the Nominating Committee shall serve a three (3)-year term. The senior member of the committee shall serve as the chairperson.
3. The Nominating Committee shall prepare a slate of nominees for each open elected position for each election cycle. The slate shall be published with voting instructions and notification of the date and place of the annual meeting at least ninety (90) days prior to the meeting.
4. The committee shall conduct mail or electronic ballots as necessary.

DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES

Qualifications:

1. The qualifications of the Delegates shall be as stated in the Association bylaws.
2. A Chapter Delegate may not, in the same year, serve as a Section or Assembly Delegate.
3. The Chapter shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.
4. The Chapter must be represented in the House of Delegates at least every third (3rd) year.

Election and Term:

1. In even numbered years, the chapter shall elect one (1) Delegate. Each Delegate will serve four (4) year term: two years in the position of Delegate followed by 2 years in the position as Chief Delegate.
2. The Chapter President shall serve as the alternate Delegate. If more than one (1) Delegate is unable to attend the House of Delegates meeting, the Chapter Board of Directors shall appoint another alternate if needed.
3. Delegates shall be limited to two (2) consecutive four (4) year terms.

Proviso: To avoid a gap in representation, the Delegate *previously elected in 2021 for a three-year term will continue to serve as Chief Delegate in 2024 with this service ending upon the completion of elections at the annual conference 2024*. Beginning in 2024, Delegates will be elected during even numbered years, and shall serve 2 years as Delegate followed by 2 years as Chief Delegate. The Chapter President shall serve as the alternate Delegate beginning in 2022.

Duties of Delegates:

1. To attend the Annual and special meetings of the House of Delegates.
2. To present to the House of Delegates such matters as are ordered by the Chapter Board of Directors or membership.
3. Be responsible for keeping abreast of national activities pertinent to the House of Delegates.
4. Use discretionary voting power except when instructed by the Chapter membership.

Additional Duties of the Chief Delegate:

1. Be responsible for the Chapter's voting delegation at meetings of the House of Delegates.
2. Review with the Chapter membership at the Annual meeting motions to be considered during upcoming House of Delegates meetings.
3. Provide a written report of the proceedings of the House of Delegates to the Chapter in the first (1st) newsletter following the meeting of the House of Delegates.
4. Notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.

REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT COUNCIL (PTA COUNCIL)

Qualifications:

1. The qualifications of the Representative shall be stated in the American Physical Therapy Association Board Policies and Procedures.

Election and Term:

1. A Representative to the PTA Council shall be elected at the Annual meeting by Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members. The Representative shall serve a term of three (3) years.
2. The Representative shall be limited to two (2) consecutive three (3)-year terms.

Duties of the Representative:

1. To attend the Annual and special meetings of the PTA Council.
2. To present to the PTA Council such matters as ordered by the Chapter Board of Directors or membership.
3. Be responsible for keeping abreast of national activities pertinent to the PTA Council.
4. Use discretionary voting power except when instructed by the Chapter membership.

APTA WV Student Special Interest Group

Qualifications:

Only such members of SSIG who have consented to serve, shall be eligible for election to office if they have been a SSIG member in good standing for at least one month immediately preceding the election for office.

Officers

President:

1. The President shall be responsible for preparing agendas for and presiding at all SSIG and Board meetings
2. Shall report biannually to the SSIG membership
3. Report to the Chapter in accordance with the policies and bylaws of the Chapter

Vice President:

1. The Vice President shall assume the duties of the President at the request of the President or in the absence or incapacitation of the President
2. Oversee SSIG committees as a voting committee member

Secretary:

1. The Secretary shall be responsible for keeping the minutes of all SSIG and Board meetings
2. Make SSIG meeting minutes and Bylaws available to the membership
3. Maintain the SSIG archives and correspondence
4. Notify the membership of all scheduled and/or special meetings and publish the agenda prior to meetings
5. Maintain an accurate record of membership of the SSIG

Treasurer:

1. The Treasurer shall prepare an annual budget based on available funds
2. Approve all expenditures of SSIG funds
3. Make a written report to the SSIG membership at the annual SSIG meeting and to the Board upon request