

**BYLAWS of the NEW MEXICO CHAPTER,  
AMERICAN PHYSICAL THERAPY ASSOCIATION, Inc.**

Adopted May 1990. REVISED: March 28, 2000; May 25, 2000; December 9, 2000; April 2001, November 2001; January 2003; August 2006; September 2007; and April 2011; Membership vote: PASSED on August 23, 2014; Membership vote pass on September 17, 2016; September 29, 2018

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

Section 1: The New Mexico Chapter of the American Physical Therapy Association, hereinafter referred to as the Chapter, shall be a chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Section 2: The geographic jurisdiction of the Chapter shall coincide with the boundaries of the State of New Mexico, USA.

**ARTICLE II. OBJECT**

The object of the Chapter shall be the object of the Association as stated in the Association bylaws.

**ARTICLE III. FUNCTION**

The functions of the Chapter shall be the same as the functions of the Association as stated in the Association bylaws.

**ARTICLE IV. MEMBERSHIP**

Section 1: Categories and Qualifications of Members

The Chapter 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. In addition, the Chapter shall maintain a single Corresponding Member category and a single Corresponding Student Member category with rights and privileges as stated in the Association bylaws.

Section 2: Rights and Privileges of Members

The rights and privileges of Chapter members shall be identical to those established in the Association's bylaws. Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant shall have one vote at the chapter level.

Section 3: Admission to Membership

Admission to Chapter membership is by assignment by the Association's Board of Directors.

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 Chapter who is suspended by the Association shall have his or her membership privileges suspended in the Chapter. Any member who is expelled from membership in the

Association shall be expelled from Chapter membership.

- B. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's Procedural Document on Disciplinary Action

Section 6: Reinstatement

Individuals shall be reinstated to Chapter membership in accordance with the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

**ARTICLE V. DISTRICTS AND SPECIAL INTEREST GROUPS**

Section 1. Districts

A. A district shall:

- 1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter board of Directors.
- 2. Not establish dues.
- 3. Not levy special assessments that carry punitive action or loss of good standing.

B. A district of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's bylaws.

Upon receipt of a petition to the Board of Directors signed by 2% of the Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members of the Chapter within the area of the proposed district, the Board shall vote on the petition at its next regularly scheduled meeting. A two-thirds vote of the Board is required for approval.

The Petition shall include:

- a. Compelling reason(s) for development of the district.
- b. Evidence of concurrence from existing districts having territorial jurisdiction over the proposed districts.
- c. Proposed name of the district.
- d. Statement that the district is governed in all respects by Chapter and Association Bylaws.
- a. Territorial Jurisdiction: Northern District: Counties - Bernalillo, Colfax, Guadalupe, Harding, Los Alamos, McKinley, Mora, Quay, Rio Arriba, Sandoval, San Juan, San Miguel, Santa Fe, Taos, Tarrant, Union and Valencia.
- b. Southeast District: Counties - Chavez, Curry, DeBaca, Eddy, Lea, Lincoln, and Roosevelt.
- c. Southwest District: Counties - Catron, Dona Ana, Grant, Hidalgo, Luna, Otero, Sierra, and Socorro.

A member will be assigned to a District in which he resides. Any member may petition the Board of Directors to request a change in District assignment.

C. Obligations

Each District shall:

- 1. Perform the duties and assume the responsibilities which these bylaws and the bylaws and policies of the Association place on the district.
- 2. Submit an annual report of its activities and such other reports as may be requested by the Board of Directors.
- 3. Conduct at least one meeting a year, the dates to be determined by each district.

D. Finances

1. Each district shall submit an annual budget to the Finance Committee.
2. The allocation of Chapter funds to each district will be approved by the Board of Directors upon recommendation of the Finance Committee.

#### E. Dissolution

1. A district which fails to comply with Chapter policy or these Bylaws may be abolished, provided it is given an opportunity to be heard in its own defense, following at least one month's notice, and at least two-thirds of the members of the Board of Directors concur.
2. A district may be voluntarily dissolved by:
3. A petition signed by a majority of its voting members, and a two-thirds vote of those voting by mail ballot. Multiple copies of the petition may be used. All copies of the petition must be filed with the Board of Directors within six (6) months after the petition is first promulgated, which date shall be stated on each copy thereof. The Board shall examine the petition to determine if it has been signed by a majority of the voting members of the district. If the Board determines that a majority has signed the petition, it shall certify to the district that it is dissolved; otherwise, it shall certify to the district that the petition failed for lack of majority.
4. All monies, properties, and official documents become the property of the Chapter on the date of dissolution.

### Section 2. Special Interest Groups

#### A. A special interest group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter's Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.

#### B. A special interest group of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's bylaws.

#### C. Purpose

Special interest groups shall serve to promote and develop their objectives as they relate to the functions of the American Physical Therapy Association.

#### D. Formation

1. Submission of a petition signed by 2% of members expressing interest in membership in such a group to the Board of Directors; the petition shall include a statement of purpose to the group.
2. Recommendation by a majority vote of the Board and approval by a majority vote of the Chapter membership at its regularly scheduled meeting.

#### E. Dues

Dues for any special interest group when combined with Chapter dues for that category of membership shall not exceed two-thirds of Association dues for that membership category.

#### F. Officers

The officers of the group shall consist of the chair and any others as provided in the group's rules of government. The group shall determine terms of office.

#### G. Reports

A report of the group must be made verbally at the annual business meeting and in writing at the end of the fiscal year for inclusion in the annual Chapter report to the APTA and at other times as requested by the Board of Directors.

#### H. Disciplinary Action

Groups failing to comply with Chapter policy or these Bylaws may be abolished provided they are given an opportunity to be heard in their own defense following at least one month notice and at least two-thirds of the Board of Directors concur. A group disciplined shall have the right to appeal the Chapter membership at its regular meeting and the decision of the membership shall be final.

#### I. Dissolution

The special interest group shall submit a petition to the Board of Directors signed by a majority of the members of the group to the extent the group wishes to be dissolved. The petition shall contain a statement indicating that all property and records of the group will be turned over to the Chapter.

#### Section 3: Limitations

Districts and Special interest groups are subject to the following limitations:

- A. The bylaws and policies of the Association and the Chapter.
- B. No district or special interest group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the district or special interest group unless authorized by the Chapter's Board of Directors.
- C. Membership categories and the rights and privileges for each category only as established in Association Bylaws. Special interest group bylaws shall provide for all categories of members established in Association Bylaws. Special interest groups retain the right to provide for the privilege of Physical Therapist Assistant and Life Physical Therapist Assistant members to hold office, with the exception of the office of president, vice president, or any position that may succeed to the presidency.

### **ARTICLE VI. MEETINGS**

#### Section 1: Chapter Meetings

A minimum of one (1) Chapter Business meeting shall be held in conjunction with Chapter sponsored programs during the fiscal year.

#### Section 2: Special meetings

The Board of Directors has authority to call a special meeting, and must call one upon written/electronic petition of 25% of the membership.

#### Section 3: Notice of Meeting Requirements

Notice of all Chapter meetings shall be sent to all members along with notice of the conference at least thirty (30) days prior to the date of the meeting. This notice may be made by mail or any telecommunications method including, but not limited to, e-mail transmissions which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients.

#### Section 4: Quorum

A quorum is constituted by 2% of voting members.

#### Section 5: Minutes

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

## **ARTICLE VII. OFFICERS, BOARD OF DIRECTORS, AND EXECUTIVE COMMITTEE**

### Section 1: Officers

#### A. Composition

The officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, and Chief Delegate.

#### B. Terms

The officers shall serve for two-year terms or until the election and succession to office of newly elected officers. The newly elected members of the BOD will assume office at the following BOD meeting. The Chief Delegate will assume office immediately upon their election.

#### C. Vacancies

If, before the expiration of the term for which he was elected, the President dies, resigns, is removed, or becomes disqualified, the Vice President shall succeed to the office vacated for the un-expired portion of the term. Vacancies by death, resignation, succession, removal or disqualification of other Officers or Board members shall be filled by appointment by the Board of Directors for the un-expired portion of the term.

### Section 2. Duties of Officers

#### A. The President shall:

1. Serve as official spokesman for the Chapter and attempt to develop the Chapter in accordance with the APTA policies and membership needs and interests.
2. Preside at all meetings of the Chapter, Board of Directors, and Executive Committee.
3. Call BOD, Executive Committee and other special meetings.
4. Assign members of the BOD to the BOD Committees, and appoint Committee Chairs.
5. Shall serve as the Liaison to the Licensing Board or appoint a designee.
6. Shall serve as the Liaison to Accredited PT/PTA Programs in New Mexico or appoint a designee.
7. Serve as ex-officio member of all Committees except the Nominating and Ethics Committees.

#### B. The Vice President shall:

1. Assume the duties of the President in their absence.
2. Serve as a member of the Executive Committee.
3. Serve as Chapter Parliamentarian, if one is not appointed, without loss of membership rights.
4. Serve on the Board of Directors.
5. Serve as Chair of the Professional Practice Committee.

#### C. The Secretary shall:

1. Serve as member of, and secretary for, the Chapter, Board of Directors, and Executive Committee.
2. And shall assure that:
  - a. Minutes of Committee Meetings, Business Meetings, Board Meetings, and Executive Committee Meetings are kept.
  - b. Minutes of the Chapter Business meeting(s) and election results are sent to APTA within forty-five (45) days of the meeting/election.

- c. Announcements of the Chapter Business meeting(s) and BOD meetings are sent at least thirty (30) days prior to said meetings.
  - d. Committee reports are compiled to submit to APTA as they are due.
  - e. A roster of all members is maintained.
  - f. A member's loss of good standing in the Chapter is reported to Association Headquarters.
3. Maintain the archives.

D. The Treasurer shall

- 1. Serve as Chair of the Finance Committee and as a member of the Executive Committee.
- 2. And shall assure that:
  - a. All monies received by and dispersed for the Chapter are done so according to the budget and following the policies adopted by the BOD.
  - b. Complete and accurate financial records are maintained, and are audited annually.
  - c. A report is made in writing to the Chapter annually and to the BOD at each BOD meeting and orally to the BOD on request.
  - d. A fiscal budget is submitted to the BOD for approval annually.

E. The Chief Delegate shall

- 1. Perform the duties as outlined in Article IX, Section 3.
- 2. Serve on the Executive Committee and coordinate the duties of the Delegation.

Section 3: Board of Directors

A. Composition

The BOD shall be composed of nine (9) members. These shall include the chapter President, Vice-president, Secretary, Treasurer, Chief Delegate, PTA Caucus Representative, and three Directors-at-Large. The Immediate Past President shall serve as an ex-officio member the year immediately following their presidency.

B. Qualifications

- 1. Only such members of the Chapter as are provided for in the Association bylaws, Article IV, Section 3, Sub-paragraph B. (3). B, who have been members in good standing for a period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.
- 2. Physical Therapist Assistants, Life Physical Therapist Assistants, and Retired Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws, Article V. Section 5, Sub-paragraph C.
- 3. No member shall serve more than three complete consecutive terms on the Board of Directors or more than two complete consecutive terms in the same office.
- 4. Qualifications for the office of President include currently serving on the NM Board of Directors or have served two of the last five years.
- 5. Chief Delegate shall have served as a delegate previously.

C. Directors-at-Large will serve a 2-year term.

D. Duties and Responsibilities

- 1. The Board of Directors shall:
  - a. Carry out the mandates and policies of the Chapter as determined by the membership.
  - b. Be subject to the provisions of these Bylaws, the Association Bylaws, and all resolutions and enactments of the membership; the Board has full power and complete authority to perform all acts and transact all business for and on behalf of the Chapter between meetings of the

Chapter.

- c. Create committees or task forces with the exception of the Nominating Committees, necessary to fulfill the functions of the Chapter, as it deems necessary.
- d. Serve on the Board Committee assigned and as Chair of a Committee if appointed.

#### E. Meetings

1. Regular meeting: Meet at least biannually and jointly with incoming officers following the election of officers.
2. Special Meetings: The president may call a special meeting and must call a meeting if requested by 25% of the Board.
3. Notice requirements: Appropriate notice for regular meetings shall be delivered 30 days prior to the date of the meeting.
4. Quorum: The Board of Directors shall have a quorum consisting of at least five (5) members.

#### F. Resignation, Termination, and Absences

Resignation from the Board must be in writing and received by the Secretary. A Board member shall be terminated from the Board due to excess absences (more than two unexcused absences from Board meetings in a year). The President may decide to excuse absences. A Board member may be removed for failure to perform duties by a three-fourths vote of the remaining Board members.

#### Section 4: Executive Committee

##### A. Composition

Consist of the President, Vice President, Secretary, Treasurer, and Chief Delegate.

##### B. Duties and responsibilities

Exercise the power of the Board of Directors between its meetings. Three (3) Executive Committee Members shall constitute a quorum.

##### C. Meetings

1. Special Meetings: The president may call a special meeting of the Executive Committee separate from the BOD meetings. This can be in person, by teleconference, or via electronic communication.
2. Quorum: A quorum shall be at least 3 members.

### Article VIII. COMMITTEES

#### Section 1: General

Committees shall be formed by the BOD or Executive Committee to carry out the work of the chapter as approved by the BOD or Executive Committee.

Except as otherwise noted, members of each committee, shall be appointed annually by the President. Members in good standing may serve on a Committee without being a member of the Board of Directors. Committee members may be reappointed for an unlimited number of terms. Vacancies occurring prior to the expiration of a member's term shall be filled for the remainder of that term by appointment of the President.

Except as otherwise noted (e.g. Finance Committee and Professional Practice Committee – see Article VII, Section 2, "Duties of Officers"), each Committee Chair shall be appointed by the President. The chair of each committee shall be responsible for providing a written report to the BOD at each regular meeting of the BOD and providing oral reports at the Chapter business meeting and at other meetings upon

request of the BOD.

Standing committees shall consist of: Finance; Professional Practice; Legislative; Nominating, New Mexico Chapter Delegates to the APTA House of Delegates, Membership, Education, and Ethics. General responsibilities for each committee are listed below. Additional information can be found in the Chapter Policies and Procedures.

Section 2: Finance Committee

Concerns itself in the areas of:

- A. Budget
- B. Nonprofit status
- C. Investments
- D. Financial program planning
- E. Scholarship program
- F. Research funding programs
- G. Dues and salaries (e.g. surveys)
- H. Such other areas as assigned by the Board

Section 3: Ethics Committee

The Ethics Committee shall be a three-person committee. Each member shall serve for three (3) consecutive years and shall be appointed annually by the Executive Committee and take office immediately.

The Committee shall process reported violations and ethical standards in accordance with prescribed procedures of the Association and carry out other duties as may be requested by the Executive Committee.

Section 4: Nominating Committee

The nominating committee shall consist of three eligible members; one member shall be elected each year who shall serve a term of three years or until the election of their successor. Any vacancies shall be filled by the Board of Directors, until the next regular election at which time the vacant position shall be filled for the remainder of the term.

Section 5: Education Committee

The Education Committee shall consist of at least three (3) eligible members and is responsible for the organization of Chapter sponsored educational seminars and events.

Section 6: Professional Practice Committee

The Professional Practice Committee shall consist of at least three (3) eligible members.

It shall concern itself with:

- A. Public Relations
- B. Electronic Media Communications
- C. Standards of Practice
- D. Service Awards
- E. Liaison with Special Interest Groups

Section 7: Legislative Committee



The Legislative Committee shall consist of at least three (3) eligible members.

It shall concern itself with:

- A. Hiring and supervision of the association lobbyist.
- B. Informing, educating and encouraging the participation of the association membership in the legislative and regulatory processes at the state and federal levels.
- C. Outreach to and advocacy with other professional practice associations and other groups involved in health care related issues as determined to be relevant to physical therapy practice and the general health care system.
- D. Communicate with state and federal officials in all branches of government to educate, protect and promote the practice of physical therapy as a vital part of the health care system.
- E. Send representatives to the APTA State Government Affairs Forum and the Federal Government Affairs Forum on an annual basis.

Section 8: Membership Committee

The Membership Committee shall consist of at least three (3) eligible members.

It shall concern itself with:

- A. Recruitment
- B. Development
- C. Retention of members

Section 9: Other Committees

Such other committees, standing or special, as deemed necessary to carry on the work of the Chapter may be appointed by the President, with the approval of the Board of Directors and/or Executive Committee.

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

Section 1: Qualifications

- A. The qualifications of delegates shall be as stated in the Associations bylaws.
- B. A Chapter Delegate may not, in the same year, serve as Section Delegate.
- C. 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.
- D. The Chapter must be represented in the House of Delegates at least every third year.

Section 2: Term

Each Delegate shall serve for a term of two (2) years.

Section 3: Duties of Delegates

- A. To attend Chapter Meetings and special meetings of the House of Delegates (HOD) of the Association.
- B. To present to the HOD such matters as are ordered by the Executive Committee and/or the Chapter.
- C. To vote at the meetings of the HOD in accordance with instructions and/or policies of the Chapter.

To report to the BOD at the BOD meetings preceding immediately or through other communication methods such as emails, and immediately following the HOD meeting at the annual Association meeting.

**ARTICLE X. PTA CAUCUS**

Section 1: Qualifications

- A. The qualifications of the representative shall be as stated in the APTA Board policies and procedures.
- B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

Section 2: Term

Prior to the next annual session of the PTA Caucus, Members of the Chapter shall elect the Representative to which the Chapter is entitled. An alternate Representative may also be elected.

The PTA Caucus Representative shall serve for a term of two (2) years.

Section 3: Duties of Representative

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the Executive Committee and/or Chapter.
- C. To vote at meetings of the PTA Caucus or on voting sheets in accordance with instructions and/or policies of the Chapter.
- D. To be an active participant with the Chapter Chief Delegate and Delegate(s).
- E. To report to the BOD at the BOD meetings immediately preceding and immediately following the HOD meeting at the annual Association meeting.

**ARTICLE XI. ELECTIONS**

Section 1: General

- A. Election of officers and Nominating Committee members shall be held annually. The President, Secretary, Chief Delegate, Representative to the PTA Caucus, and one half of the Directors shall be elected on the odd-numbered years; and the Vice President, Treasurer, Delegate (plus additional delegates as determined by Association bylaws), and the remaining Directors shall be elected on the even numbered years. A representative of the Nominating Committee shall be elected each year.
- B. A slate of candidates and their statements regarding their candidacy shall be published on the Chapter website. Members will be notified either by mail or electronically no later than six weeks prior to the election.
- C. Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members shall have one vote. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members shall each have one vote.
- D. On petition of 10 eligible voting members of the chapter, a qualified, consenting member shall be placed in nomination for a position as an officer, director, a member of the Nominating Committee, or a delegate. Such a petition must be filed with the officers of the Nominating Committee no later than fifteen (15) days after the slate of candidates prepared by the Nominating Committee has been published and distributed to members. A candidate nominated by petition shall be afforded similar opportunities for publication of candidacy to the membership as those afforded a candidate nominated by the Nominating Committee, except that this individual shall be identified as nominated by petition.
- E. Elections shall be conducted via electronic or mail balloting. Results of the election will be announced within seven days of the close of the election. New officers will assume office at the next Board Meeting.
- F. The voting body shall be composed of all members of the Chapter who have voting privileges in the Association. A five percent (5%) return shall be required for a valid vote.
- G. A plurality of the votes cast is necessary for election as Officers and members of the Nominating Committee. Should a tie occur between two or more candidates for any position, a run-off ballot will be promptly sent by mail or electronically to the membership. Run-off ballots shall prominently specify

the deadline.

H. Results of elections shall be sent to APTA within 45 days.

## **ARTICLE XII. FINANCES**

### Section 1. Fiscal Year

The fiscal year of the Chapter shall be from January 1 through December 31.

### Section 2: Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Chapter's Executive Committee. The Board of Directors or the Executive Committee exercising its power between meetings of the Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

### Section 3: Dues

#### A. Dues

1. Physical Therapist: \$100;
2. Physical Therapist – Post Professional Student: \$100;
3. Life Physical Therapist: \$15;
4. Life Physical Therapist Assistant: \$10;
5. Physical Therapist Assistant: \$50;
6. Student Physical Therapist and Student Physical Therapist Assistant: \$10;
7. Retired Physical Therapist: \$20;
8. Retired Physical Therapist Assistant: \$10;
9. Corresponding: \$30;
10. Corresponding Student: \$0

B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership reminder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and Chapter dues rate for a Physical Therapist or Physical Therapist Assistant member.

C. All dues shall be for the period specified in the Association's bylaws and shall be payable following the Association's schedule.

C. All dues changes approved by the Chapter 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.

D. The Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

### Section 4: Financial Reports

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

**ARTICLE XIII. DISSOLUTION**

The Chapter may dissolve subject to a recommendation to dissolve supported by no less than 100% of the members of the Chapter's Board of Directors and adopted by 75% of the Chapter's members.

**ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order adopted by the Chapter.

**ARTICLE XV. AMENDMENTS**

Section 1: General

These bylaws may be amended, in whole or in part, at a meeting of the Chapter by a two-thirds vote of the Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant and Retired Physical Therapist Assistant members present, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments was sent by mail or electronically to voting members of the Chapter. Revised or amended bylaws shall be consistent with the Articles of Incorporation of the Chapter.

Section 2: Procedure

- A. Any member or group of members may propose an amendment to these bylaws, such proposed amendments to be submitted to the Board of Directors for distribution to the members.
- B. The proposed amendments shall be distributed to all voting members of the Chapter by 30 days prior to the meeting at which the proposed amendments will be considered.
- C. Amendments to the Chapter's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Chapter dues become effective on the first day of the Association's fiscal year following approval.)
- D. If the intent of an amendment is editorial or to bring the Chapter's bylaws into agreement with those of the Association, the amendment shall be made as required by the Parliamentarian and shared with the Board of Directors. The parliamentarian shall notify the Chapter's membership that such amendments have been made.

**ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY**

In addition to these Chapter bylaws, the Chapter is governed by the Association's bylaws and Standing Rules, and by the Association's House of Delegates and Board of Director's policies.