

## INDEX OF POLICIES

### PAGE NUMBER

1	APTA HoD District and Delegate Responsibilities
2	APTA HoD Apportionment of PA Delegates Attendance at Chapter President's Meetings
3	APTA Candidate Support Recognition of Individuals at the National Level
4	Reimbursable Expenses/HoD Reimbursable Expenses
5	Criteria and Process for District Continuing Education
6-7	District Guidelines for Conducting Meetings of the Membership
8	Vendor Advertising at Professional Development Activities
9	Administrative Policy Expressing Sympathy Use of Chapter Stationary
10	Invited Guests at PPTA Board of Directors Meetings Special Interest Groups Accounts/Allocations
11	Soliciting Nominations to PPTA Leadership Presidential Appointments Consultation with Special Interest Group Officers
12	Article Submission for the PPTA Newsletter
13	Advertising in PPTA Publications Guidelines for Web Page Postings
14	Label Sales for Continuing Education Courses Advertising and Label Sales Electronic Email
15	Web Page
16	Leadership Responsibilities (Officers)
17	Leadership Responsibilities (Committee Chairs)
18	Leadership Responsibilities (Special Interest Group Chairs)
19	Consumer Requests for PT Referral

**POLICY ON APTA HOUSE OF DELEGATES (HOD)**  
**DISTRICT AND DELEGATE RESPONSIBILITIES**

1. Each district shall elect at least one alternate delegate at the same time that delegates are elected to their 2-year term. Elections should comply with existing PPTA bylaw requirements.
2. Delegates are required to attend all meetings of the Pennsylvania delegation scheduled by the Chapter's Chief Delegate.
3. If a delegate is unable to attend all of the scheduled meetings of the delegation prior to the HOD, is unable to attend the meeting of the HOD and/or is found ineligible to serve for some other reason, he/she forfeits his/her position as a delegate to the next available elected alternate from their District. If an alternate delegate from his/her District is not available the Chief Delegate, based on the apportionment formula, will identify an elected alternate from another District. In the event that no alternate delegate can be identified, the Chief Delegate will carry the extra vote (s) at the House of Delegates.
4. Conflicts with scheduled meetings prior to the HOD must be reviewed with the Chief Delegate as soon as the delegate becomes aware of the conflict. Consideration will be given to approving an absence from scheduled meetings when the conflict is not within the control of the delegate. The decision on approving the absence will be solely the responsibility of the Chief Delegate, however, the delegate may appeal the decision to the Executive Committee through the Chapter President.
5. When an elected alternate delegate is moved to delegate, he/she would also fill the remainder of the delegate term. The delegate who originally could not fulfill their term would have the opportunity to become the elected first alternate delegate from that district.
6. Delegates must register with the HOD officers prior to the HOD according to the schedule published by the APTA. Failure to register will result in the loss of the delegate's seat in the delegation and the delegate will receive no expense reimbursement from the PPTA.
7. Delegates are expected to attend all scheduled PPTA caucuses and must attend all sessions of the HOD. The Chief Delegate may waive this requirement in the event of dire circumstances. Any sessions that a delegate misses without the approval of the Chief Delegate will result in a proportional reduction in the delegate's total reimbursement prorated on the percentage of HOD sessions attended (e.g., if there are 4 sessions of the HOD and delegate attended 2, they would only receive 50% of the maximum allocation for a delegate). The decision of the Chief Delegate may be appealed to the PPTA Executive Committee through the Chapter President following the HOD.

Revised & Approved – PPTA Board of Directors, April 13, 2013

Revised & Approved – PPTA Board of Directors, January 9, 2015

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**APTA HOUSE OF DELEGATES**  
**APPORTIONMENT OF PPTA DELEGATES**

The APTA makes an allocation of delegates to the Pennsylvania Chapter based on the membership of the Chapter on June 30 of a given year for the House to be held the following year. After allocating one position each for the Chapter Chief Delegate and the Chapter President, the remaining delegates are apportioned to the Districts based on the Districts percentage of the total Chapter membership, with each District entitled to a minimum of 1 delegate. The District membership number is equal to the total of the active and life members, and one-half of the affiliate and life affiliate members.

*Example: A District has 200 active, retired active, and life members, and 100 affiliate, retired affiliate, and life affiliate members. Using the formula above, the District membership number to be utilized for the apportionment would be 250. Assuming the Chapter membership number was 2500, the District would be entitled to 10% of the delegates. If the Chapter had 20 delegates to apportion, the District would receive 2.*

*As the Chapter rarely has the benefit of working with round numbers such as used in this example, the apportionment is often based on a partial number. If there are 3 delegates to be apportioned, and District A is entitled to 1.47 and District B is entitled to 1.57, District B would receive an apportionment of 2 delegates and District A would be apportioned 1 delegate.*

It is important however that each District attempt to slate more delegates than their apportionment. The reason for this is that it is not uncommon for a delegate to be unable to serve their full term, and the Chief Delegate must then appoint an alternate to serve as the active delegate. If the District has individuals who were slated but not elected, they would be the first individuals offered the opportunity to take the position of active delegate, and the Chief Delegate will offer the position to each unelected candidate in order of their popular vote. If however the District had no "slated but not elected" individuals, the position would be offered to an individual from the District with the next largest partial apportionment number until the position is filled. If there is no one available to fill the position, the Chief Delegate will carry the vote.

Approved – PPTA Executive Committee, August 10, 2002

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**ATTENDANCE AT CHAPTER PRESIDENT'S MEETINGS**

1. The Chapter President shall attend the APTA Chapter President's Meetings at the President's discretion with funding by the Chapter.
2. In the event the President is unable to attend; he/she shall delegate this responsibility to the Vice President or another officer of the PPTA.

Revised & Approved – PPTA Board of Directors, September, 1993

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

Page Three:

### **PPTA POLICY FOR APTA CANDIDATE SUPPORT**

All members of the Pennsylvania Chapter who are nominated and subsequently slated for an APTA office or Nominating Committee position will receive the following support:

1. When a PPTA member is a candidate for national office, the Chapter may host a reception or other social event after APTA elections to honor the candidate's contributions to the Chapter and potential for the Association.
2. All candidates are encouraged to request meeting times with the delegates to present a request for personal support. It shall be clear that this is a request for individual support and that each delegate is free to become involved in supporting a candidate or not. These meetings may occur at any of the delegate meetings (Fall-Spring-HOD caucuses).
3. All nominated candidates who are members of the Pennsylvania Chapter shall receive a copy of this policy at the time of their nomination.

Revised & Approved – PPTA Board of Directors, January, 1996

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **POLICY FOR RECOGNITION OF INDIVIDUALS AT THE NATIONAL LEVEL**

At times PPTA members/students may be running for national office or be receiving APTA awards. In addition, the APTA may recognize non Physical Therapists as being supporters of the physical therapy profession.

Therefore, the PPTA would like to provide some mechanism to recognize these individuals who are being recognized at the national level.

Hershey chocolate bars from Hershey, PA may be distributed at the annual APTA House of Delegates. The wrapper will recognize those Pennsylvania individuals (Physical Therapists, Physical Therapist Assistants, Students, Others) who are either running for office and/or receiving an APTA award. PPTA Past Presidents who also fit into this category, even if they are no longer residents of Pennsylvania, will also be included on the wrapper.

Approved – PPTA Executive Committee, August 7, 2004

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### POLICY ON REIMBURSABLE EXPENSES

**Personal Auto Mileage:** Mileage occurring traveling to and from destinations to be reimbursed at a rate commensurate with IRS established rate. Currently, the rate is \$.054.

**Hotel Room:** Reimbursement maximum to allow \$100/allowable night. This brings the maximum reimbursement amount closer to the daily rate in common locations where PPTA conducts meetings and conferences. Volunteers are encouraged to share rooms if looking to minimize out of pocket difference of actual cost vs. maximum daily rate.

**Meals:** This proposed models current APTA Per Diem maximums.

- Daily Per Diem Maximum of \$65.
- Any meals provided by the PPTA will be deducted from the total daily per diem. For example; if PPTA is providing a meal, that meal would be deducted from the daily per diem maximum at the following rate:  
Breakfast \$12  
Lunch \$18  
Dinner \$35

### HOUSE OF DELEGATES REIMBURSABLE EXPENSES

With the House of Delegates typically held in larger cities with above average daily rates for hotel rooms as well as required airfare when location is not accessible via ground transportation, a maximum cap of \$1000/delegate is set.

- Maximum cap is based on attendance at the entire House of Delegates (Sunday to Wednesday). Delegates who only attend part of the HOD will receive pro-rated amount; as approved by the Chief Delegate.
- Delegates are encouraged to share rooms in order to minimize out of pocket expenses for accommodations. Daily hotel rates over the past 3 years has been \$250/night.

Approved – PPTA Board of Directors, April 23, 2016

**CRITERIA AND PROCESS FOR DISTRICT CONTINUING EDUCATION**

- Districts submit continuing education plans to the Chapter Office and Conference and Continuing Education Committee (CCE) 30 days prior to the date of the presentation (title/topic, speakers, course objectives, duration and detail schedules if more than 1 hour in duration)
- Chapter Office will review the submitted materials for completeness, and if complete will forward the materials the CCE for review. If the submission is incomplete, the Chapter Office will contact the District and request missing or incomplete information.
- The CCE will review the submitted materials to approve and assign contact hours. If the presentation meets requirements, the CCE will approve the presentation, assign the contact hours and will notify the District and Chapter Office. If additional clarification is needed to make a determination about contact hours, the CCE will notify the District, list the areas of concern, and provide possible recommendations for changes.
- If the CCE and District remain in conflict after review, it will be referred to the PPTA Board Liaison to the CCE and if needed, to the Executive Committee for resolution.
- This process will be completed within 7-14 days of receiving final course or presentation proposal.

Approved – PPTA Executive Committee, August, 1991

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**DISTRICT GUIDELINES FOR CONDUCTING MEETINGS OF THE MEMBERSHIP**

The following format may assist the District Chair in conducting meetings of the District membership. Such consistency across the 7 districts of the Pennsylvania Chapter may ultimately assist the Chapter in the conduction of business for the Pennsylvania Chapter as a whole.

**FORMAT OF THE MEETING/AGENDA:**

- The Chair with the assistance of the Secretary establishes that a quorum is present.
- Having established a quorum is present, the Chair follows the same format:

Chair calls the meeting to order  
Reading and Approval of the Minutes  
Reports of the District Officers  
Reports of the Standing District Committees  
Reports of Special District Task Forces  
Unfinished Business  
New Business  
Adjournment

**RULES OF ORDER**

**ESTABLISHMENT OF A QUORUM** (3% of the District Membership consistent with PPTA Bylaws: necessary for business to be conducted)

**MINIMUM OFFICERS PRESENT TO CONDUCT BUSINESS** (Chair or designee and Secretary/appointed recorder)

**PRIOR NOTICE OF THE MEETINGS** (Publish in newsletter, web page, etc. as soon as established)

**GUIDELINES FOR PARLIMINENTARY PROCEDURES**

**RECOMMENDED RESOURCES FOR THE CHAIR AT EACH MEETING:**

- District Bylaws
- List of all Standing Committees and Task Forces (if applicable)
- A memo or outline with the agenda for the complete order of business
  - Perhaps have an overhead transparency for the Agenda;
  - The Chair may suggest time frames for each topic

**DISTRICT RULES OF ORDER**

Motions may be generated from any Active or Affiliate member of the District.

As a courtesy, when possible, motions should be submitted in writing to the District Chair, 24 hours prior to the beginning of the business meetings.

As necessary, the District Secretary should be consulted regarding the clarity of the text of the motion and the support statement.

As necessary, the District Treasurer should be consulted regarding the fiscal impact of the motion to ensure that the district membership has an accurate description of the financial implications.

Page Seven.

The District Chair should be consulted with regard to the conformity of the motion to the APTA and PPTA Bylaws.

1. Only members of the PPTA, Staff and Guests approved by the District officers may attend meetings of the District.
2. Members of the Chapter Staff, members of the PPTA, and member of District and State Committees and/or SIGs may be recognized for the purpose of giving information and/or participating in discussion.
3. No district officer or member of the district shall be entitled to the floor until recognized by the District Chair. Individuals recognized by the Chair to speak may be limited to 3 minutes.
4. A speaker may not speak more than once to the same motion until everyone requesting to speak has been recognized and given the floor.
5. A district member shall not rise to speak to debate and close by moving the previous motion.
6. Motions must be in writing with a copy to the Secretary prior to the opening of the meeting, if possible, or immediately after the motion is made.
7. The District Secretary, in consultation with the District Chair shall:
  - Edit all motions for grammar and punctuation
  - Edit related items when newly adopted motions require editorial changes in previously adopted motions
  - Provide documentation of editorial changes to any member, upon request.
8. When a motion comes before the membership, no support statement may be made prior to the motion being seconded.
9. No tape or other recording may be made of the proceedings of the District other than those Individuals approved the District Executive Committee.
10. There shall be no smoking or alcoholic beverages during meetings of the District.

#### RULES OF THE DISTRICT: MAY NOT BE SUSPENDED

1. Each active member of the district may have 1 vote and affiliate member ½ vote
2. A quorum shall be 3% of the number of active and affiliate members of the district.
3. Voting on motions and resolutions may be made by voice, show of hands, standing or roll call.
4. Consultants to the district may reply to inquiries directed by the Chair.

#### Guidelines for the Chair re: Parliamentary Procedures:

Motions:

1. The maker of the motion states: "I move to
2. Another member seconds the motion: "I second the motion"
3. The Chair restates the motion: "It has been moved and seconded..."
4. The Chair recognizes the maker of the motion for support
5. The Chair recognizes all those wishing to speak to the topic
6. When debate is concluded, the Chair asks "Are you ready for the question?"
7. Voting on motions may be made by voice, show of hands. Standing or roll call.
8. Inform the membership of the results of the vote: ie "the motion passes OR the motion fails"

Approved – PPTA Board of Directors, October 18, 2002

Reviewed & approved – PPTA Executive Committee, April 22, 2016



**POLICY ON VENDOR ADVERTISING AT PROFESSIONAL DEVELOPMENT ACTIVITIES**

Policy:

From time to time, vendors or advertisers may request that promotional materials be placed in the registration packets given to participants at regional seminars and/or annual conference. It is the policy of the Pennsylvania Physical Therapy Association to have the Conference and Continuing Education Committee review the materials for appropriateness, and provide approval to the vendor or advertiser along with information on the total number attending the seminar/conference so that all participants may receive a copy.

Procedure:

- Verbal or written request to allow promotional materials to be distributed to the registrants at the beginning of the seminar/conference shall be forwarded to the Executive Director. The Executive Director will request a sample of the item or information to be distributed. The Executive Director will evaluate whether the item is appropriate for distribution based on relevance to physical therapy practice and in accordance with existing policies of the Pennsylvania Physical Therapy Association. Should the Executive Director be in doubt as to the appropriateness, the Executive Director will consult with the members of the Conference and Continuing Education Committee who will vote by available means on the appropriateness. A simple majority shall prevail.
- Once the materials have been deemed appropriate, the Executive Director shall notify the vendor of the following fees:
  - a. For annual conference:
    - 1. If the vendor/advertiser has rented space in the exhibit hall, a fee of \$100 will be assessed for providing the materials with the registration packet.
    - 2. If the vendor/advertiser has not rented space in the exhibit hall. A fee of \$250 will be assessed for providing the materials with the registration packet.
  - b. For regional seminars:
    - 1. The vendor/advertiser will be assessed \$5 per participant for providing the materials with the registration packet.
- All vendor/advertiser materials to be included in the registration packets must be provided by the vendor/advertiser to the Chapter Office in a timely fashion as determined by the Executive Director.
- Chapter Office staff will ensure that the promotional materials are placed in each participant's registration packet to be distributed at the beginning of the specified seminar/conference.

**ADMINISTRATIVE POLICY**

Procedural policies related to the function of the PPTA Board of Directors, day-to-day activities of the Chapter Office or other activities not governed by APTA or PPTA Policies and Procedures may be established by the PPTA Board of Directors through a majority vote.

These policies/guidelines do not require APTA approval through their Component Relations Department.

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**PROCEDURE ON EXPRESSING SYMPATHY**

In the circumstance of death of a Chapter member, immediate family member of a Chapter member, or a friend of the Chapter, any of the following may be done:

- A card of sympathy shall be sent by the Chapter Executive Director on behalf of the Chapter.
- A floral tribute as appropriate may be sent to the home on behalf of the Chapter.
- A monetary gift to the Foundation for Physical Therapy or to a charity may be made as a memorial to the deceased by the Chapter.

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**POLICY FOR USE OF CHAPTER STATIONARY**

1. Chapter stationary shall not be used in any endorsements, testimonials, or correspondence by individual members or groups of members unless used for official Chapter business and unless prior approval is received from the Chapter Secretary.
2. The Board of Directors, Committee Chairs or designees, Special Interest Group Chairs or designees, Task Force Chairs or designees, Liaisons and Staff shall be entitled to a limited amount of stationary to be used for the purpose of official Chapter business.

Chapter stationary shall be furnished upon request by the Chapter Office. The Chapter Office will maintain a record of the amount distributed to individual members or groups of members.

3. Copies of all correspondence using the Chapter stationary shall be forwarded to the Chapter Secretary for retention and informational purposes.
4. Each district and component shall develop its own letterhead, the design of which shall be approved by the PPTA Board of Directors.

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

Page Ten.

### **PROCEDURE FOR INVITED GUESTS AT PPTA BOARD OF DIRECTORS MEETINGS**

Only members of the PPTA, Association staff and guests approved by the President of the Board may attend meetings of the Board of Directors.

In order to have an invited guest attend, the following procedure will apply:

1. The PPTA member will contact the Chapter Office that he/she is requesting to invite a guest to attend the PPTA Board of Directors Meeting.
2. The Chapter Office will notify the President of the request.
3. The Chapter Office will inform the member that the request has been approved/denied.
4. Prior to the start of the meeting, the Executive Director will notify the Board of Directors of guests in attendance.
5. The President may introduce and/or request introduction of all guests.
6. A sign-in sheet will be posted at the room entrance for attendees of the Board of Directors Meeting.

Revised & Approved – PPTA Board of Directors, January, 1996

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **POLICY FOR SPECIAL INTEREST GROUPS (SIG) ACCOUNTS/ALLOCATIONS**

The allocation for the SIGs will be determined by the PPTA Board of Directors and set into the Association's operating budget for the year. Allocations will be a base sum to allow the SIG operating expenses for the year.

All funds designated for the SIG will be maintained in the Association's checking account and be distributed by the Executive Director when the SIG Chair and/or Treasurer (under the direction of the SIG Chair) approves the expenditure. If the annual allocation has been exhausted during the year, the SIG must request PPTA Board of Directors approval for additional funding.

Should a SIG have designated funds donated for sole use of the SIG, these monies will be listed as "restricted" for the intended use as designated by the donor and the SIG, when forwarded to the Chapter. SIG leadership should maintain records of the "restricted monies" and insure that the donor's original intent is carried out. It is the responsibility of the SIG leadership to inform subsequent officers of the SIG of the "restricted" accounts and designated use of such funds.

The SIG Treasurer and Executive Director of the Association will maintain SIG balances at all times. The SIG Treasurer remains responsible for tracking balance, income and expenditures as previously described by job descriptions. The SIG Treasurer will continue to submit year end expenditure reports, upon the request of the Chapter Treasurer, as described for accounting purposes.

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

Page Eleven.

### **POLICY/PROCEDURE FOR SOLICITING NOMINATIONS TO PPTA LEADERSHIP**

1. Nominations are solicited by the following methods:
  - Nominating Committee
  - Advertisement in the Spring Newsletter and Web Page
  - District Directors
  - Individual Members
2. A letter is forwarded to all potential candidates requesting their consent to serve.
3. Candidates are requested to forward a curriculum vitae for review.
4. The slate of PPTA elected officials is set forth by the Nominating Committee.
5. The candidates for PPTA Committees are set forth by the Board of Directors.
6. Committee Chairs are appointed by the President.
7. Candidates for national office are set forth by the PPTA Secretary as approved by the Board of Directors.
8. Candidates for APTA awards are set forth by the PPTA Nominating Committee with the Board of Directors approval.

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **POLICY ON PRESIDENTIAL APPOINTMENTS**

When the American Physical Therapy Association, PA State Board of Physical Therapy, or any other National/State Organization requests submission of names for appointment for service, the President of the PPTA will request input from the Board of Directors with a deadline for submission. The names submitted will be confirmed to be members by the Chapter Office and will be reviewed to determine if their credentials match the needs of the position. The qualified member that agrees to serve will be appointed by the President. The President reserves the right to approve without input from all of the Board of Directors when the appointment time is urgent.

Approved – PPTA Executive Committee, August 10, 2002

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **CONSULTATION WITH SPECIAL INTEREST GROUP OFFICERS**

The PPTA Board of Directors is to consult with any related existing Chapter Special Interest Group Officers when requests for a liaison to an APTA Section is made.

Approved – PPTA Board of Directors, January, 1999

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**POLICIES RE: ARTICLE SUBMISSION FOR THE PPTA NEWSLETTER**

1. Articles must be submitted to the PPTA Executive Director.
2. The name, telephone number, work affiliation and email address of the author must accompany the article.
3. Physical Therapy and Physical Therapist Assistant Program's articles and District News articles are limited to 350 words per issue.
4. The Chapter Secretary and Executive Director reserve the right to accept, reject, or edit all materials for grammar and spelling. If after the editing, the intent of the article appears to have been substantially altered, the author will be consulted before publication.
5. The Chapter Secretary and Executive Director reserve the right to reject any articles if submitted after the established print deadlines.
6. Articles must be of interest/assistance to Physical Therapists and Physical Therapist Assistants.
7. Members of the PPTA or guests invited by the PPTA Board of Directors may submit an article within the established guidelines.
8. The intent of the PPTA Newsletter is to provide timely information to the membership, the author(s) should be aware that others also gain access to our newsletter. You are encouraged to submit an article which is written in a professional and factual manner. While each author has author rights and privileges, remember this newsletter is perceived to represent the PPTA.
9. Articles considered editorial in nature are not accepted for publication unless requested to be written by the PPTA Board of Directors.

## **ADVERTING IN PPTA PUBLICATIONS**

### **POLICY**

Any advertising done in PPTA Publications including the PPTA Web Page will follow the same established standards to insure conformity.

### **PROCEDURES**

1. Commercial and classified advertising will be accepted at the specified issue and annual contract rate
2. "Camera Ready" advertisements must be submitted to the PPTA Executive Director as per specified print deadlines. An extra fee will be charged if art production is required.
3. All outstanding invoices must be paid in full prior to submission.
4. Advertisements will only be accepted if they conform to the ethical standards of the American Physical Therapy Association.
5. PPTA does not verify the accuracy of claims made in advertisements.
6. Publication of an ad does not imply endorsement by the PPTA. A standard format will appear on all advertisements, disclaiming any endorsements by the PPTA.
7. Advertisements to appear on the Web Page must be submitted on the PPTA style sheet form. All advertisements will follow a standardized template.
8. All advertisements for PPTA publications will fall into specified categories and charges will be based on ad size, posted time frames and member status.

Approved – PPTA Board of Directors, January 11, 2003

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

## **PPTA GUIDELINES FOR WEB PAGE POSTINGS**

### **LINKS**

1. Links to APTA and Chapter sponsored events may be posted on the web site at a predetermined rate.
2. Links to PPTA member sponsored events will be reviewed by Chapter policy and posted at a predetermined rate.

### **WEB PAGE POSTINGS**

1. All paid advertising via web page postings will be of deliberate access rather than automatic access.
2. All postings will be at a prescribed rate and time interval.

Approved – PPTA Board of Directors, January 11, 2003

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

Page Fourteen.

### **POLICY ON LABEL SALES FOR CONTINUING EDUCATION COURSES**

Labels will not be sold to Chapter members, Districts, or outside organizations if the date of the course is in conflict with a scheduled Chapter function.

The procedure to purchase labels is:

- Anyone requesting labels must disclose the reason for the labels and the date of the scheduled function.
- No labels will be sold for functions scheduled three (3) weeks before or after a Chapter function.

#### **RATES:**

- \$.02 @ Districts + postage + \$2.00 handling fee
- \$.10 @ Members + postage + \$2.00 handling fee
- \$.25 @ Non Members + postage + \$2.00 handling fee

(Rates as approved by the PPTA Board of Directors, January 20, 2001)

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **POLICY ON ADVERTISING AND LABEL SALES**

The Pennsylvania Physical Therapy Association shall not advertise in print, on the web page, or sell labels for non PPTA courses dated three weeks prior to or three weeks after a Chapter continuing education event.

Approved – PPTA Board of Directors, January 11, 2003

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

### **ELECTRONIC EMAIL POLICY**

PPTA members' email addresses that have been collected by the APTA or PPTA shall be used exclusively for the dissemination of information related to PPTA business and activities.

Any blast emails to members to disseminate such information shall be issued from the Chapter Office and will indicate in the subject heading the purpose of the email.

Blast emails sent to the membership must be pre-approved by the President or his/her designee. The President at his/her discretion may first consult with the Board of Directors.

The PPTA does not sell, share or transfer email addresses to any other party for the purpose of initiating electronic email address lists or messages.

Approved – PPTA Executive Committee, August 7, 2004

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

## PPTA WEB PAGE

### POLICY

The Web Master is an appointed position by the Executive Committee. The Web Maser will document the wire frame, parent/child pages, links and source codes for all pages in the master index. Documentation of the web page will include security codes and protocols for editing and updating the links, including assignment of responsibility for all functions related to the web page. The directory will include approved icons and graphics files authorized for use on the web page.

### PROCEDURES

1. The Web Maser, in conjunction with the Executive Director and Chapter Office staff, will supervise the content and appearance of the web page and all links for uniformity and continuity throughout.
2. Information will only be accepted for uploading once it has been proofread for style and format by the Executive Director and/or the Web Master and reviewed for content by the Secretary as needed.
3. The Web Master will assume responsibility for security and maintenance of the web page and its links.
4. Updates to the web page and its links will be scheduled according to the nature of the information included. This schedule will be determined by the Executive Committee and enforced by the Chapter Office.
5. Districts and any other groups using a PPTA link must update their web page information at least semi-annually and proposed updates should be submitted to the Executive Director for approval before they are forwarded to the Web Master.
6. As added or revised, each link will carry a stamp indicating when it was last updated and the name of the officer or committee chair in charge of that link update.
7. No photographs, drawings, video clips or soundclips may be used on the web page without the written permission of the publisher of the original work. Such signed permissions will be kept on file in the Chapter Office by the Executive Director.
8. No personal information may be included on the web page without written permission from that individual. Such signed permissions will be kept on file in the Chapter Office by the Executive Director.
9. All pages for the web site must have a link that directs the user back to the home page.
10. The Web Master will review new web page development/versions/updates/development tools that may enhance the appearance and efficiency of the web page. Such tools will be brought to the attention of the Executive Committee.
11. Each component of the district will have reserved space on the web page for development. Individuals desiring to add a link to the web page must petition the Web Master.

Approved – PPTA Board of Directors, May 3, 1997

Approved – PPTA Membership, October 18, 1997

Approved – PPTA Board of Directors, October 18, 2002

Reviewed & Approved – PPTA Executive Committee, April 22, 2016



**LEADERSHIP RESPONSIBILITIES**

At the first PPTA Board of Directors meeting of the year, newly elected and appointed leaders within the PPTA shall be sworn into office.

As a volunteer representing the PPTA, and therefore, the APTA, each leader shall sate and follow this oath during their term of their leadership position:

I, \_\_\_\_\_, having been elected to the office of \_\_\_\_\_ in the Pennsylvania Physical Therapy Association, do agree to executive the duties of my office to the best of my abilities; to protect the rights and privileges of the membership in the Pennsylvania Physical Therapy Association, to repay with full measure the trust and confidence placed in me; and to assume these responsibilities at the meeting of the Board of Directors and to fulfill them during my entire term of office.

While serving in this leadership position, I agree to uphold all decisions approved by the Board of Directors regardless of my individual opinions.

I, \_\_\_\_\_ agree to serve as a volunteer of the PPTA in the capacity of \_\_\_\_\_  
\_\_\_\_\_ to uphold the oath and to represent the PPTA and Board of Directors to the best of my abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Approved – PPTA Executive Committee, August 7, 2004

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**LEADERSHIP RESPONSIBILITIES**

At the first PPTA Board of Directors meeting of the year, newly elected and appointed leaders within the PPTA shall be sworn into office.

As a volunteer representing the PPTA, and therefore the APTA, each leader shall state and follow this oath during the term of their leadership position:

I, \_\_\_\_\_, having been appointed to serve as Chair of the \_\_\_\_\_ Committee in the Pennsylvania Physical Therapy Association, do agree to execute the duties of my position to the best of my abilities; to protect the rights and privileges of membership in the Pennsylvania Physical Therapy Association; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities at the meeting of the Board of Directors and to fulfill during my entire term of office.

While serving in this leadership position, I agree to uphold all decisions approved by the Board of Directors regardless of my individual opinions.

I \_\_\_\_\_ agree to serve as a volunteer of the PPTA in the capacity of Chair of the \_\_\_\_\_ Committee to uphold the oath and to represent the PPTA to the best of my abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Approved – PPTA Executive Committee, August 7, 2004

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**LEADERSHIP RESPONSIBILITIES**

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As a volunteer representing the PPTA, and therefore the APTA, each leader shall state and follow this oath during their term of their leadership position:

I, \_\_\_\_\_, having been appointed to serve as Chair of the \_\_\_\_\_ Special Interest Group in the Pennsylvania Physical Therapy Association, do agree to execute the duties of my position to the best of my abilities; to protect the rights and privileges of membership in the Pennsylvania Physical Therapy Association; to repay with full measure the trust and confidence placed in me; and to assume these responsibilities at the meeting of the Board of Directors and to fulfill during my entire term of office.

While serving in this leadership position, I agree to uphold all decisions approved by the Board of Directors regardless of my individual opinions.

I, \_\_\_\_\_ agree to serve as a volunteer of the PPTA in the capacity of Chair of the \_\_\_\_\_ Special Interest Group to uphold the oath and to represent the PPTA to the best of my abilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Approved – PPTA Executive Committee, August 7, 2004

Reviewed & Approved – PPTA Executive Committee, April 22, 2016

**GUIDELINES FOR RESPONDING TO CONSUMER REQUESTS FOR PT REFERRALS**

Assumptions:

1. The Board of Directors will fulfill its charge to identify physical therapists with special clinical expertise.
2. The Board of Directors will identify physical therapists based on the criteria proposed below.
3. The physical therapists identified agree to be listed in the PPTA Newsletter and Web Page.
4. The physical therapists identified agree that contact information can be provided to consumers upon request.
5. The physical therapists can be included in the referral list as long as they remain members in good standing of the APTA/PPTA.
6. As members of the APTA/PPTA, the physical therapists are bound by the Code of Ethics.

Criteria: PPTA staff, officers, and district directors may respond to consumer requests for PT referrals, provided the following criteria are met:

1. The physical therapist has agreed to be identified by the Chapter Office and listed in the PPTA Newsletter and/or Web Page.
2. The physical therapist is an active member in good standing of the American Physical Therapy Association/Pennsylvania Physical Therapy Association.
3. The physical therapist has identified him/herself as a Board Certified Clinical Specialist and/or has identified an area of clinical expertise.
4. The physical therapist has specified a geographic catchment area of practice.

Conditions:

1. PPTA reserves the right to exclude physical therapists who identify areas of expertise that are inconsistent with contemporary physical therapy practice standards.
2. Identification of physical therapists is based on APTA/PPTA membership, and is not an endorsement of skills or expertise. This list is compiled to serve as a directory of available therapists with specific skills.
3. Members of the Association are bound by the Code of Ethics.

Approved – PPTA Board of Directors, January 12, 2002

Reviewed & Approved – PPTA Executive Committee, April 22, 2016