

**AMERICAN ACADEMY  
OF ORTHOPAEDIC MANUAL PHYSICAL THERAPISTS**

**BYLAWS AND CONSTITUTION**

**Updated January 2020**

**ARTICLE I. NAME**

The name of the organization shall be American Academy of Orthopaedic Manual Physical Therapists Inc., hereinafter referred to as the Academy or AAOMPT. In these bylaws and constitution, orthopaedic manual physical therapy may be referred to as OMPT.

**ARTICLE II: PURPOSE**

The purpose of the Academy shall be:

- 1) To advance the profession of orthopaedic manual physical therapy by methods including, but not limited to, establishment of uniform standards for recognizing professional competence;
- 2) To function as the USA Member Organization of International Federation of Orthopaedic Manipulative Physical Therapists (IFOMPT);
- 3) Dissemination to the public of information and educational materials regarding the profession;
- 4) Recognition by admission to membership in the Academy of individuals demonstrating high skill, competence, and dedication to the profession; and
- 5) Fostering the free exchange of professional information, the collegiality of members and advancement of the profession as a whole.

**ARTICLE III. MEMBERSHIP**

Section 1. Qualification - to be eligible for membership, an individual must be a physical therapist licensed to practice in the US.

Section 2. Classes and voting rights of membership shall be those set forth:

- 1) Founding Member - comprised of those members who in August 1991, met to form this organization. Founding Members have full voting rights to vote on any motion brought before the membership, including but not limited to matters concerning

## American Academy of Orthopaedic Manual Physical Therapists

Academy ByLaws, Academy Standards for Orthopaedic Manual Physical Therapy Fellowship training and IFOMPT.

- 2) Fellow - is a membership category and credential reserved for physical therapists who are members in good standing of AAOMPT, as well as a current member of the American Physical Therapy Association, who have met one of the following criteria;

- a. A graduate of a fellowship program recognized by the Academy as having met the Standards of Orthopaedic Manual Physical Therapy Fellowship and is a member in good standing of the APTA or,
- b. Physical Therapists who have completed a manual therapy education program approved by a member organization of IFOMPT, which has an agreement for member reciprocity with AAOMPT, can apply to become recognized as an AAOMPT Fellow per the established policies and procedures.

Upon acceptance for Fellowship recognition, and after three years of continuous membership in good standing, newly recognized Fellows from a member organization of IFOMPT are eligible to run for an AAOMPT Board position.

- c. Up until December 31st 2006, a therapist who successfully challenged the examination system of the Academy and who has a favorable recommendation from the examining board of the Academy.

An individual who meets the criteria and remains a member in good standing is recognized as a fellow.

Only Fellows of AAOMPT who are members in good standing may refer to themselves as Fellows of AAOMPT or use the designation FAAOMPT. Fellows have full voting rights to vote on any motion brought before the membership, including but not limited to matters concerning Academy ByLaws, Academy Standards for Orthopaedic Manual Physical Therapy Fellowship training and IFOMPT.

- 3) Life Fellow - Fellowship renewal requirements are waived based on the Fellow reaching the age of 62 years or older and having maintained active AAOMPT membership as a Fellow for a

## American Academy of Orthopaedic Manual Physical Therapists

minimum of 10 consecutive years. These individuals will be considered Life Fellows and have all the membership rights of a Fellow.

- 4) Honorary Fellow – a physical therapist that has demonstrated significant contributions to the development of OMPT may be awarded this title by a vote of the Board of Directors or by a vote of the membership. Honorary Fellow members have no voting privileges other than those to which they are entitled through other membership categories.
- 5) Member - any physical therapist who is a current member or eligible for membership in the American Physical Therapy Association. Members have full voting rights to vote on any motion brought before the membership, except matters concerning Academy ByLaws, Academy Standards for Orthopaedic Manual Physical Therapy Fellowship training and IFOMPT.
- 6) Professional Student Member - any full time student enrolled in a graduate or undergraduate physical therapy program who is a current member or eligible for membership in the American Physical Therapy Association. Professional Student Members will have a reduced membership fee to be set by the AAOMPT Board of Directors. Professional Student Members have no voting privileges.
- 7) Post Professional Graduate Student Member – any part-time or full-time student enrolled in a post-professional graduate physical therapy program who is a current member or who is eligible for membership in the American Physical Therapy Association. Post Professional Graduate Students are any part-time or full-time students enrolled in a post-professional graduate physical therapy program leading to an advanced degree or any students who are currently enrolled in a Post-Professional Clinical Residency or Fellowship program. Post Professional Graduate Student Members will have a reduced membership fee to be set by the AAOMPT Board of Directors. These individuals will have all the membership rights of a Member. If previously qualified as a Fellow, these individuals will have all the membership rights of a Fellow.
- 8) Honorary Member - an individual approved by the Board of Directors or by the voting membership to be awarded the title of Honorary Member. Honorary Members have no voting privileges.
- 9) Life Member - an individual aged 62 years or older who has been a

## American Academy of Orthopaedic Manual Physical Therapists

member in good standing with the Academy for not less than ten consecutive years prior to voluntary acceptance of life membership. These individuals will be considered Life Members and have all the membership rights of a Member.

- 10) Institutional Member - any educational, research or clinical institution with an interest in orthopaedic manual therapy. Institutional Members have no voting privileges.
- 11) Foreign Member - a physical therapist living and working outside the United States who is not eligible for APTA Membership and is interested in supporting the objectives of the Academy. Foreign Members have no voting privileges.

Section 3. Recognized Fellowship - any orthopaedic manual physical therapy fellowship program who is accredited by the American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) and recognized by the AAOMPT's Standard Committee. Recognized Fellowship Programs have no voting privileges.

Section 4. All members have the right to attend, speak, and make/move/debate motions at business meetings.

Section 5. Good standing - An individual member shall be considered in good standing if that member meets the criteria of the Academy and has paid current Academy dues.

Section 6. Termination of Membership Rights and Privileges – Any member who is in default in the payment of dues will have their membership revoked as outlined in the Governance Manual. Membership rights and privileges will be reinstated upon payment of dues.

Any member who becomes ineligible for AAOMPT membership, will have their membership revoked as determined by the Ethics Committee after due notice.

Any Fellow member who does not successfully complete the Fellow renewal process as established by the Standards Committee, will lose the rights and privileges associated with the Fellow member category, but may still qualify as a member in other membership categories.

Decisions regarding the termination of membership rights and privileges may be appealed to the Board of Directors.

## **ARTICLE IV. ACADEMY STRUCTURE, OBLIGATIONS, PROPERTY AND RECORDS**

The rules relating to Academy structure, obligations, property and records, shall be those prescribed by the Academy.

## **ARTICLE V. MEETINGS**

### **Section 1. Annual Meeting**

- A. The annual meeting shall consist of a business meeting. This meeting shall take place at a time and place of the Academy's choosing.
- B. Educational or professional programs may be presented in conjunction with the annual meeting of the Academy.
- C. The Academy may request to be the official host of an IFOMPT congress, including pre-congress and post-congress lines.

### **Section 2. Notice of Meetings**

Notice of the time and place of meetings shall be sent to Academy members no less than 30 days prior to the date of the meeting.

### **Section 3. Quorum**

The members present at a meeting shall constitute a quorum provided a majority of the Board of Directors and at least 20 eligible voting members are present.

## **ARTICLE VI. OFFICERS AND BOARD OF DIRECTORS**

### **Section 1. Officers**

- A. Names - The elected officers shall be the President, Vice-President, Immediate Past President, Secretary, Treasurer, and Member-at-Large. The appointed officers shall be the IFOMPT delegate and the conference committee chair. The immediate past president will be without vote on Board of Directors matters.
- B. Qualifications - All Founding Members and Fellows in good standing shall be eligible to hold office, subject to the restrictions in this Constitution and Bylaws regarding years on the Board of Directors and consecutive years in the same office. All Members and Fellows in good

## American Academy of Orthopaedic Manual Physical Therapists

standing shall be eligible to hold the office of Member - at - Large. All officers must be living in the USA at the time of their election and during their entire term except during military deployment over seas.

### C. Nominations and Elections

Nominations - All members may nominate candidates for office. Only those Founding members, Fellows, and Members giving written consent to serve if elected and deemed to be qualified by the Nominating Committee may be slated. All elections will be by secret ballot and administered by electronic means and/or mail with verification of results by a certified public accountant.

### D. Terms

- 1) Officers shall be elected for a term of three (3) years or until their successors are elected.
- 2) No member shall be elected to serve more than two (2) full consecutive terms in the same office. The immediate past president shall serve one year.
- 3) The President and Vice-President shall be elected in the same year.
- 4) The Treasurer and Member-at-Large shall be elected in the same year.
- 5) The yearly elections shall be:
  - 1) Treasurer and Member-at-Large;
  - 2) President and Vice-President, and
  - 3) Secretary.

This election sequence shall continue in perpetuity.

- 6) Newly elected officers shall assume office at the close of the Annual Business Meeting.

### E. Duties

- 1) The President shall:
  - a) Call special meetings; and
  - b) Preside at all meetings of the Board of Directors; and
  - c) Be an ex officio member of all committees except the Nominating Committee; and

American Academy of Orthopaedic Manual Physical Therapists

- d) Recommend appointees for all special and advisory committees necessary to accomplish the functions of the Academy, with the advice of the Board of Directors; and
  - e) Submit the Annual Report to the Academy and such other reports as may be required.
  - f) Serve as the official spokesperson of the Academy or appoint a designee.
  - g) Represent the Academy at the House of Delegates of the American Physical Therapy Association and the annual meeting of the Orthopaedic Section, APTA Inc. or will appoint a designee to serve in his/her place.
- 2) The Vice-President shall:
- a) Assume the duties of the President if absent or incapacitated. In the event of a vacancy in the office of the President shall succeed to the Presidency for the remainder of the un-expired term, and the office of the Vice- President shall be declared vacant; and
  - b) Be an ex officio member of all designated Committees
- 3) The Secretary shall:
- a) Be responsible for editing and maintaining the minutes of both the annual general meeting and meetings of the Board of Directors;
  - b) Attend to correspondence of the Academy; and
  - c) Be an ex officio member of all designated Committees.
- 4) The Treasurer shall:
- a) Oversee the maintenance of complete and accurate financial records. A comprehensive review of the Academy's financial records shall be performed by a Certified Public Accountant (CPA) every three years to coincide with the last year of the Treasurer's term with a full audit if recommended as a result of the comprehensive review. The Treasurer shall submit the annual report in

## American Academy of Orthopaedic Manual Physical Therapists

writing to the Board of Directors with a report to the membership at the annual business meeting; and

- b) Submit an annual financial report and proposed budget to the Board of Directors; and
- c) Oversee the collection and disbursement of monies as mandated by the Academy or the Board of Directors
- d) Serve on the Finance Committee as Chairman; and
- e) Be an ex officio member of all designated Committees.

### 5) The Member-At-Large shall:

- a) Serve as Liaison officer between the Nominating Committee and the Board of Directors; and
- b) Be an ex officio member of all designated Committees; and
- c) Be responsible for maintaining bylaws.

### 6) Immediate-Past President shall:

- a) Serve for one (1) year; and
- b) Serve as liaison between the previous Board of Directors and the current Board of Directors; and
- c) Be without a vote on Board of Directors matters.

### 7) Vacancies

The President shall appoint a Founding member or Fellow in good standing to fill any vacancy which occurs in an elected office. Such appointments will require the consent of a majority of the Board of Directors.

## Section 2. AAOMPT Board of Directors

### A. Composition

- 1) The Board of Directors Committee shall consist of the President, Vice-President, Treasurer, Secretary, Immediate-Past President,



## American Academy of Orthopaedic Manual Physical Therapists

Member-At-Large, IFOMPT delegate and the conference committee chair.

### B. Duties

- 1) The Board of Directors shall carry out the mandates and policies of the Academy membership. Between meetings of the Membership, the Board of Directors may make and enforce policies which are consistent with the Bylaws and policies of the Academy.
- 2) The Board of Directors may appoint a representative to any organization as deemed appropriate.
- 3) The Board of Directors may appoint the Editor of the Academy publications.
- 4) The Board of Directors may appoint whatever other committees and chairpersons of those committees that it feels will best serve the interests of the Academy.

### C. Voting in the Board of Directors

- 1) Only the President, Vice-President, Secretary, Treasurer, Member-At-Large, Conference Committee Chair, and IFOMPT Delegate shall have the right to vote.
- 2) The Immediate-Past President shall have the right to voice their opinions, but not the right to vote.
- 3) Board of Directors voting may be in person or by phone, electronic mail, fax or mail and shall be recorded by the secretary.

### D. Terms

- 1) No elected member shall serve more than three (3) complete consecutive terms on the Board of Directors nor two (2) in the same office with the exception of the Immediate Past President.

The Immediate-Past President shall serve for one year in an advisory capacity on the Board of Directors.

### E. Termination of Board of Directors Officer

- 1) Any one (1) or more of the Board of Directors Officers may be removed either with or without cause, at any time, by a vote of a majority of the members who have voting rights at any Annual

Meeting, or special meeting of the membership called for that purpose. This process will be in compliance with AAOMPT policy and bylaws.

## **ARTICLE VII. COMMITTEES AND IFOMPT DELEGATE**

### **Section 1. Nominating Committee**

- A. The Nominating Committee shall consist of three (3) Fellows in good standing, each of whom shall serve for three (3) years.
- B. One member shall be elected each year. Each individual will serve as the Chair of the Nominating Committee during their third year of service.

### **Section 2. Standing and Special Committees**

#### **A. Names**

In addition to the standing Nominating Committee, the Board of Directors shall decide on the need for all other committees and shall make the appointments to them.

#### **B. Appointment and Tenure**

The chairs of the standing committees shall serve for a term of three (3) years or until their successors are appointed. Committee members and chair-persons shall be appointed by the Board of Directors and all members of all committees shall be required to be Fellows or Members in good standing.

#### **C. Vacancies**

Vacancies on a committee due to death, resignation, or the failure to perform assigned duties, may be filled by a majority vote of the Board of Directors.

### **Section 3. Academy Delegate to IFOMPT**

- A. The Board of Directors will appoint a Fellow to represent the Academy as the USA Member Organization's Delegate to IFOMPT.

American Academy of Orthopaedic Manual Physical Therapists

- B. The Academy will be responsible for meeting the expenses of the IFOMPT Delegate to attend special and general meetings of IFOMPT.
- C. The IFOMPT Delegate shall be responsible for providing reports to the Academy Board of Directors regarding IFOMPT affairs.

**ARTICLE VIII. COMPONENTS: SPECIAL INTEREST GROUPS**

A. Definition

Special Interest Group of the Academy consists of a group of members who have met the criteria outlined in this Article.

B. Formation

The Board of Directors may establish a Special Interest Group, based on perceived need to further serve the interest of the AAOMPT mission.

C. Structure

Every Special Interest Group shall enact rules that govern their structure and function, that, in their original form and as amended, shall be consistent with the Academy by-laws and shall be approved in writing by the Board of Directors. If a Special Interest Group is to be incorporated it shall submit a proposal of incorporation to the Board of Directors for prior written approval.

D. Obligations

Each Special Interest Group shall do the following:

- 1) Further the purpose of the Academy as set forth in the Academy bylaws.
- 2) Perform the duties and assume the responsibilities that Academy by-laws place on Special Interest Groups. One member of the Board of Directors will serve as liaison to an established Special Interest Group. Special Interest Groups are directly accountable to the Board of Directors via the established liaison. All formal Special Interest Group activities are subject to Board of Directors approval.
- 3) Conduct its affairs in accordance with its rules.
- 4) Maintain complete and accurate financial records (such as expense,

## American Academy of Orthopaedic Manual Physical Therapists

revenue) that shall be reported formally to the Board of Directors Treasurer.

- 5) Submit to the Board of Directors annual reports of its activities and such other reports as may be requested by the Board of Directors.
- 6) Hold one general membership meeting a year to coincide with the annual conference.
- 7) Each Special Interest Group will determine the need for elected offices and will plan elections accordingly. Each Special interest Group will hold elections for all positions upon inception. Thereafter, elections will coincide with the elections of the Board of Directors.

### E. Limitations

Special Interest Groups are subject to the following limitations:

- 1) Bylaws of the Academy.
- 2) No Special Interest Group shall profess or imply that it speaks for or represents the Academy members other than those currently holding membership in the special interest group unless authorized by the Board of Directors.

### F. Dissolution

A Special Interest Group of the Academy may be established and/or dissolved in accordance with the rules and conditions specified by the Board of Directors. If a Special Interest Group of the Academy is revoked, if a Special Interest Group is dissolved or if its existence is otherwise terminated, all property and records of whatever nature in the possession of that Special Interest Group shall, after payment of its bona fide debts, be conveyed to the Academy. The Academy shall not be obligated for any debts incurred by a Special Interest Group unless the Special Interest Group has been specifically authorized in writing by the Board of Directors to act on behalf of the Academy.

## **ARTICLE IX. FINANCE**

### Section 1. Fiscal Year

The fiscal year of the Academy shall be the same as the calendar year.

### Section 2. Dues

- A. The dues shall be set by the Board of Directors with approval of the membership. Dues will be paid by Fellows, Members, Professional Student Members, Post Professional Graduate Student Members, Foreign Associate Members, Institutional Members and Recognized Fellowships, and there will be no dues for Honorary and Life Members and Honorary and Life Fellows.
- B. Before the expiration of membership, Academy dues for the ensuing twelve (12) months shall be received by the Academy. An academy member whose dues have not been received in the time frame prescribed by Academy policy shall be considered not in good standing in the Academy and his/her membership shall be revoked by the Academy.
- C. Therapists wishing to join the Academy or former members wishing to be reinstated in their former status, shall pay current Academy dues to the Academy which, upon receipt of payment, will entitle them to immediate membership. Article III. Section 2 will supersede this section as it relates to Fellow reinstatement.
- D. Special assessments must be approved by mail and/or electronic ballot vote of two-thirds (2/3) of the return ballots. Notice of such proposed assessment shall have been mailed to each voting member of the Academy thirty (30) days prior to the date for action on the proposed assessment. Notification shall include the reason for the assessment, the amount proposed, and the due date. The two-thirds (2/3) vote to pass the assessment will be that of all voting members and all voting members will be required to pay the assessment.

Section 3. Limitation On Expenditures

No office or committee shall expend any money not provided for in the budget proposed by the Treasurer and adopted by the Board of Directors, nor spend any money in excess of the budget allotment except by order of the Board of Directors or the Academy.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

The Parliamentary authority shall be that prescribed in the latest edition of Robert's Rules of Order.

**ARTICLE XI. AMENDMENTS AND DISSOLUTION**

## American Academy of Orthopaedic Manual Physical Therapists

### Section 1. Amendments

Academy Bylaws may be amended in whole or in part by a mail and/or electronic ballot vote of two-thirds (2/3) of the return ballots, providing a copy of the proposed amendment(s) has been sent to all Founding Members and Fellows at least thirty (30) days prior to the ballot return deadline. The amendments shall be in effect only after ratification of the voting process by Board of Directors of the Academy.

### Section 2. Dissolution

On dissolution of the Academy and upon the payment of all debts any assets remaining would pass as a gift to the Orthopaedic Section of the American Physical Therapy Association.