

**BYLAWS OF THE ALABAMA PHYSICAL THERAPY ASSOCIATION**  
(Revisions are found at the end of this document.)

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**Article I. Name and Relationship to American Physical Therapy Association**

Section 1. Name

The Alabama Physical Therapy Association, herein referred to as "Chapter," shall be a chapter of the American Physical Therapy Association, herein referred to as "Association."

Section 2. Geographic Jurisdiction

The geographic jurisdiction of the Chapter shall coincide with the established boundaries of Alabama.

**Article II. Object**

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

**Article III. Functions**

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 the Chapter's members shall be identical to those established in the Association bylaws.

Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at Chapter membership meetings.

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 of the Chapter 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 Disciplinary Action Procedural Document.

#### 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. Special Interest Groups**

A Special Interest Group (SIG) may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's bylaws.

#### A. Purpose

Members of a Special Interest Group may meet, confer, and promote their interests.

#### B. Formation

1. A Special Interest Group may be formed on demonstration of interest through written application signed by at least five percent (5%) of the Chapter membership, recommendation by the Chapter Board of Directors, and approval by a majority vote of the quorum present at a regular Chapter meeting.
2. Each group shall 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. These bylaws or rules shall be submitted to the Chapter Board for action and must be acted upon at the first Chapter Board meeting following receipt. If the Chapter Board does not approve such bylaws or rules, the affected group may appeal to the membership of the Chapter at the next meeting. The Chapter Board must act on the matter as instructed by the Chapter membership.

#### C. Meetings

Meetings may be held at any time desired by the group membership, but not during regular business meetings of the Chapter.

#### D. Finances

The group shall be financially self-sustaining. The group may establish annual dues for its members following approval by the Chapter. The dues are related to membership in the Special Interest Group and do not carry punitive action other than related to that Special Interest Group. The group may not levy special assessments that carry punitive action or loss of good standing and must receive approval from the Chapter Board prior to any special assessments levied.

#### E. Officers

The officers of the group shall consist of a chairman and others as required by the bylaws or rules of order of the group, who are elected by the group membership.

#### F. Reports

A report of the group shall be made in writing at the end of the calendar year for inclusion in the annual Chapter

report and at other times on request by the Chapter Board.

#### G. Limitations

Special interest groups are subject to the following limitations:

1. Bylaws and policies of the Association and the Chapter.
2. No 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 Special Interest Group unless authorized to do so by the Chapter's governing body.

#### H. Dissolution

##### 1. Involuntary

Special Interest Groups which fail to comply with Chapter policy or these bylaws may be dissolved by at least a two-thirds vote of the Chapter Board provided they are given an opportunity to be heard in their own defense following at least a one (1)-month notice. A group dissolved shall have the right to appeal to the Chapter membership at its next regular meeting. Following action to dissolve the group, the decision of the membership shall be final.

##### 2. Voluntary

A Special Interest Group shall be dissolved upon submission to the Chapter Board of a petition signed by a majority of members of the Special Interest Group. Contained within this petition shall be a statement indicating that the group wishes to be dissolved and that all property and records of the existing Special Interest Group shall be turned over to the Chapter.

### **Article VI. Meetings**

#### Section 1. Regular and Annual Chapter Meetings

A minimum of one (1) Chapter business meeting shall be held during the fiscal year.

#### Section 2. Special Meeting(s)

- A. Additional Chapter business meetings may be called at the discretion of the Chapter Board.
- B. Special meetings may be requested in writing by five percent (5%) of Chapter membership. Upon this request, the Secretary must call a meeting at such time and place within the state of Alabama as the Chapter Board may determine provided that such meeting is called within thirty (30) days from the time of the receipt of such request.

#### Section 3. Notice of Meeting Requirements

- A. Notice of each regular, annual, and special Chapter business meeting called by the Chapter Board shall be sent to the members at least thirty (30) days prior to the meeting.
- B. Notice of special meetings requested by the Chapter membership must be sent to the members at least fifteen (15) days prior to the meeting.

#### Section 4. Attendance

Attendance at business meetings is limited to members and invited guests.

#### Section 5. Quorum

Thirty (30) voting members of the Chapter shall constitute a quorum at any regular or special meeting.

#### Section 6. Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days after the date of the meeting.

## **Article VII. Officers, Board of Directors, and Chapter Council**

### **Section 1. Officers: Rights, Duties, and Responsibilities**

- A. The officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Chief Delegate, Physical Therapist Assistant Representative, Representative-at-Large, and the Immediate Past President.
- B. The term of each office shall be two (2) years, or until the election and assumption of office of their successors, except for the Chief Delegate who shall serve for three (3) years and the Immediate Past President who shall serve on the Chapter Board for a period of one (1) year following service as President.
- C. Officers shall assume office immediately following the meeting at which their elections are announced.
- D. No officer shall serve more than four (4) consecutive elected terms in any office and no more than two (2) consecutive elected terms in the same office.
- E. The officers of the Chapter shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Chapter and assume such other responsibilities as may be assigned by the Chapter, the Board of Directors, or the Chapter Council.
- F. The President shall:
  - 1. Serve as official spokesperson for the Chapter.
  - 2. Preside at all meetings of the Chapter, Chapter Council, and the Board of Directors.
  - 3. Be an ex-officio member of all committees except the Nominating Committee and the Ethics Committee.
  - 4. Serve as an alternate delegate to the American Physical Therapy Association House of Delegates.
- G. The Vice President shall:
  - 1. Provide oversight to the Education Committee responsible for organizing and coordinating all Chapter programs including the meeting facilities, education components, and exhibit hall.
  - 2. Assume the duties of the President in the President's absence or temporary inability to act.
  - 3. Carry out such other duties as directed by the President.
- H. The Secretary shall:
  - 1. Be responsible for recording minutes of the Chapter Board, the Chapter Council, and Chapter meetings.
  - 2. Submit a copy of Chapter Business Minutes and election results to the Association within forty-five (45) days following the end of those meetings.
  - 3. Notify Association headquarters of Chapter delegates.
  - 4. Carry out such other duties as directed by the President.
- I. The Treasurer shall:
  - 1. Be responsible for carrying out the fiscal policies of the Chapter.
  - 2. Be responsible for receipt and disbursement of Chapter funds.
  - 3. Be responsible for accounting of all receipts and disbursements.
  - 4. Present the annual budget to the Chapter membership.
  - 5. Submit financial reports as required by the Association.
  - 6. Obtain an audit of Chapter accounts annually.
  - 7. Serve as chairman of the Finance Committee.
  - 8. Carry out such other duties as directed by the President.
- J. The Chief Delegate shall:
  - 1. Carry on the official correspondence of the Chapter with the House of Delegates of the Association.
  - 2. Attend meetings of the House of Delegates.
  - 3. Be responsible for the Chapter's total voting delegation at the session of the House of Delegates.
  - 4. Attend and/or call a caucus when needed at the annual conference.
  - 5. Submit a written report and present the proceedings of the House of Delegates to the Chapter.

6. Keep the Chapter informed of issues concerning the Association.
7. Carry out other such duties as directed by the President.

K. The Physical Therapist Assistant Representative shall:

1. Represent the Physical Therapist Assistant membership.
2. Carry out such other duties as directed by the President.

L. The Representative-at-Large shall:

1. Represent the Chapter membership.
2. Perform responsibilities assigned by the Chapter Council, Chapter Board, or the President.

M. The Immediate Past President shall:

1. Serve as an advisory member.
2. Have no voting privileges.

## Section 2. Vacancies

In the event of a vacancy in the office of President, the Vice President shall become the President. Other vacancies created during the term of office shall be filled by Chapter Board appointment for the remainder of the term. When an appointed officer serves less than one-half of a term, it shall not count toward terms as outlined in Article VII. Section 1.B.

## Section 3. Qualifications

Only Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, or Retired Physical Therapist Assistant members of the Association, who have been members of the Chapter for a period of two (2) years immediately preceding the election of officers and who have consented to serve, shall be eligible for election. A Physical Therapist Assistant, Life Physical Therapist Assistant, or Retired Physical Therapist Assistant member may serve as any officer except President, Vice President, and Chief Delegate. Section 4. Board of Directors.

### A. Composition

The Board of Directors, herein referred to as "Board of Directors" or "Board," shall be comprised of the officers of the Chapter including the President, Vice President, Secretary, Treasurer, Chief Delegate, Physical Therapist Assistant Representative, Representative-at-Large, and the Immediate Past President.

### B. Duties and Responsibilities

The Board of Directors shall:

1. Exercise such power and have such duties as described in these bylaws.
2. Have the full power and complete authority to perform all the acts and transact all business for and on behalf of the Chapter.
3. Appoint committee chairmen with the exception of the committee on finance who shall be the Treasurer.
4. Approve committee members as recommended by committee chairmen.
5. Appoint the members of the Chapter Ethics Committee and the at-large members of the Finance Committee.
6. Fill vacancies occurring on the Nominating Committee by appointment to fill the remainder of the term.
7. Fill vacancies by appointment (other than the President) occurring on the Board for the remainder of the term.
8. Determine the need for any consultants or executive staff and oversee the services of such persons.
9. Appoint special committees and task forces as needed.
10. Carry out such other responsibilities/duties as may be directed by the Chapter membership.
11. Review/approve proposed Chapter bylaws changes and bylaws changes required as the result of amendments to Association bylaws.

### C. Meetings

1. Regular Meetings

The Board shall meet at least five (5) times annually, two (2) times with the Chapter Council.

2. Special Meetings

A special meeting must be called by either the President or upon written petition of four (4) Board members.

3. Notice Requirements

Board meetings will require a notice of twenty-four (24) hours and may be held by conference call or at a meeting site.

4. Quorum

Four (4) members of the Board shall constitute a quorum.

Section 4. Chapter Council

A. Composition

The Board of Directors and committee chairmen shall constitute the Chapter Council, herein referred to as "Chapter Council" or "Council."

B. Duties and Responsibilities

The Chapter Council shall:

1. Exercise such power and have such duties as described in these bylaws.
2. Bring before the Chapter membership at any regular or special meeting, or by correspondence, communication from various sources for information, discussion, and/or vote.
3. Make an annual report to the Board of Directors of the Association.

C. Meetings

1. Regular Meetings

The Council shall meet at least two (2) times annually.

2. Special Meetings

A special meeting must be called upon written petition of eight (8) of the Chapter Council members.

3. Notice Requirements

Notice for Council meetings will require a two (2)-week notification of all members.

4. Quorum

Eight members of the Council shall constitute a quorum.

**Article VIII. Committees**

Section 1. Finance Committee

A. Composition

The Finance Committee shall consist of at least three (3) members. The Treasurer shall serve as chairman in addition to two (2) at-large members.

B. Term

The Board shall appoint at least two (2) at-large members of the Finance Committee to serve a term of two (2) years beginning at the time that the Treasurer takes office.

C. Qualifications

Members of the Chapter, who have consented to serve, shall be qualified for service on the Finance Committee.

D. Vacancies

Committee member vacancies shall be filled by appointment of the Board to fill the remainder of the term.

E. Duties

The Finance Committee shall:

1. Advise the Board of Directors on matters pertaining to financial needs, growth and stability, investment policies, and compliance with financial obligations to APTA.
2. Present an annual budget to the Board of Directors.
3. Perform other such duties as assigned by the Board.

Section 2. Nominating Committee

A. Composition

The Nominating Committee shall consist of three (3) members.

B. Term

One (1) member of the committee shall be elected annually by the voting members of the Chapter and shall serve a three (3)-year term. The chairman shall be the person with seniority in committee. No member shall serve more than two (2) consecutive elected terms.

C. Qualifications

Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members in good standing of the Chapter for at least two (2) years preceding the election, who have consented to serve, shall be eligible to serve.

D. Vacancies

Vacancies shall be filled by Board appointment to fill the remainder of the term.

E. Duties

The Nominating Committee shall:

1. Seek out nominees for vacant offices, review their qualifications, and ascertain their willingness to serve.
2. Prepare a slate of one (1) or more candidates for the office of President and Representative-at-Large to be elected annually during even calendar years; for the offices of Vice President, Treasurer, Physical Therapist Assistant Representative, and Secretary to be elected annually during uneven calendar years; for the office of Chief Delegate to be elected at the Fall Chapter meeting of 1994 and every third year thereafter; one (1) member of the Nominating Committee to be elected annually; delegates to the Association House of Delegates to be elected annually; and the Representative to the Physical Therapist Assistant Caucus (PTA Caucus) and an Alternate Representative to be elected annually beginning in 2002 and in subsequent even years.
3. Send a list of nominees to the voting membership ninety (90) days prior to the election and invite additional nominations for any of the offices. Additional nominations will require endorsement of at least two (2) voting members and consent of the nominee to serve.
4. Send the prepared slate of candidates to the voting membership sixty (60) days prior to the meeting at which the results of the election are announced.

Section 3. Other Committees

Such other committees, special or standing, may be established by the Board, as the Board deems necessary to carry on the work of the Chapter.

A. Composition

The Board shall appoint the committee chairman. The chairman shall appoint additional committee members to be approved by the Board.

B. Term of Office

The term of office for the chairman and members shall be two (2) years. No chairman shall serve more than two (2) consecutive appointed terms.

C. Qualifications

Members of the Chapter, who have consented to serve, shall be qualified for service on committees.

D. Vacancies

E. Committee member vacancies shall be appointed by the committee chairmen, and approved by the Board, to serve the remainder of the term. Vacancies to the chairmanships shall be appointed by the Board to serve the remainder of the term.

F. Duties

Standing or special committees shall:

1. Identify and address issues within the realm of the committee as set forth in the policies and procedures of the Chapter.
2. Perform duties as charged by the Board.
3. Prepare a written report at the end of the calendar year for inclusion in the annual Chapter report and at other times on request by the Board.

**Article IX. Delegates to the Association's House of Delegates**

Section 1. Qualifications

- A. The qualifications of delegates shall be as stated in the Association's bylaws.
- B. A Chapter delegate may not, in the same year, serve as Section or Assembly 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. Election and Term

- A. The Chief Delegate shall be elected as outlined in Article VII. Sections 1.,2.,3.
- B. Prior to the annual session of the House of Delegates of the Association, the Chapter shall elect the additional number of delegates to which the Chapter is entitled. The Chapter may also elect alternate delegates. The delegates shall be elected by plurality vote. In the event of mandatory reduction, the lowest vote recipient will become an alternate delegate.
- C. All delegates except the Chief Delegate shall serve a term of two (2) years. Their terms shall begin immediately after the meeting at which their elections are announced.
- D. No delegate (including the Chief Delegate) shall serve more than two consecutive elected terms.



E. The President shall automatically serve as an alternate delegate.

### Section 3. Duties of Delegates

#### A. Chief Delegate

The Chief Delegate duties are outlined in Article VII. Section 1.,J.

#### B. All Delegates shall:

1. Attend the annual and special meetings of the House of Delegates of the Association.
2. Participate in candidate interviews, orientation sessions, and other scheduled activities related to Delegates to the House of Delegates.
3. Represent the Chapter and present to the House of Delegates such matters as are ordered by the Board of Directors and/or Chapter membership.

#### C. Temporary Indisposition of the Chief Delegate

In case of a temporary indisposition of the Chief Delegate attending the House of Delegates, those delegates attending the session shall elect an acting Chief Delegate.

## **Article X. Representative to the Physical Therapist Assistant Caucus (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. Election and Term

The Representative to which the Chapter is entitled and an Alternate Representative shall be elected by the Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members of the Chapter annually and shall serve a term of two (2) years.

### Section 3. Duties of Representative

The duties of the Representative shall be to:

- A. Attend the annual meeting and special meetings of the PTA Caucus.
- B. Present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body.

## **Article XI. Elections**

### Section 1. Elected Positions

Officers to be elected by members of the Chapter are the President, Vice President, Treasurer, Secretary, Physical Therapist Assistant Representative, Representative-at-Large, and Chief Delegate. Delegates and Nominating Committee members shall also be elected by members of the Chapter.

The Representative to the PTA Caucus and an Alternate Representative shall be elected by Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members.

### Section 2. Type and Method of Balloting

Balloting shall be annually, using either a handwritten and/or an electronic ballot provided that the Nominating Committee send a list of nominees ninety (90) days prior to the election to all voting members to allow for additional nominations as outlined in Article VIII. Section 3.E.3. A prepared slate of candidates will then be distributed to all voting members of the Chapter at least sixty (60) days prior to the meeting at which the results of the election are announced. A minimum return of ten percent (10%) of the Chapter membership shall be required. In the event of a tie, a secondary run-off election shall

be held by handwritten and/or electronic balloting.

### Section 3. Type of Vote Required

All elected positions shall be elected by plurality.

### Section 4. Tabulation and Teller's Report

Tellers appointed by the President shall tabulate votes.

## **Article XII. Finance**

### Section 1. Fiscal Year

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

### Section 2. Limitation of 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 Board of Directors. The Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

### Section 3. Dues

- A. Physical Therapist: \$140  
Physical Therapist – Post Professional Student: \$5  
Life Physical Therapist and Life Physical Therapist Assistant: \$0  
Physical Therapist Assistant: \$65  
Student Physical Therapist and Student Physical Therapist Assistant: \$5  
Retired Physical Therapist and Retired Physical Therapist Assistant: \$0  
Corresponding: \$65  
Corresponding Student: \$5
- B. Student Physical Therapist and Student Physical Therapist Assistant dues are for twelve (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 remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one (1) 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.
- D. 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.
- E. The Chapter may not levy mandatory special assessments upon members.
- F. The Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

### Section 4. Reports to the Association

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

## **Article XIII. Dissolution**

The Chapter may dissolve subject to a recommendation to dissolve by no less than two-thirds of the members of the Chapter's Board of Directors and adopted by two-thirds of the Chapter's membership, providing that at least thirty (30) days-notice is sent to all 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 bylaws and any special rules of order adopted by the Chapter.

## **Article XV. Amendments**

### Section 1. Requirements for Amending Chapter Bylaws

- A. These bylaws shall be amended according to the Association's Approval Process for Component Bylaws.
- B. Amended bylaws may be adopted, in whole or in part, at any meeting of the Chapter by a two-thirds vote of the voting body provided that a copy of the proposed amendments has been distributed to all voting members of the Chapter at least thirty (30) days prior to that meeting.
- C. 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 Chapter Bylaws Committee and shared with the Board of Directors. The Bylaws Committee Chairman shall notify the Chapter's membership that such amendments have been made.

### Section 2. Approval of Amended Chapter Bylaws

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.)

## **Article XVI. Association as Higher Authority**

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

Revised: Chapter Vote – May 1994  
Revised: Editorial and Mandatory Changes from APTA – September 1995  
Revised: Chapter Vote – May 1996  
Revised: Mandatory Changes from APTA – January 1997  
Revised: Chapter Vote – May 1997  
Revised: Chapter Vote – May 1999  
Revised: Chapter Vote – September 1999  
Revised: Editorial and Mandatory Changes from APTA – September 1999  
Revised: Editorial and Mandatory Changes from APTA – September 2001  
Revised: Chapter Vote – May 2002  
Revised: Mandatory Changes from APTA – September 2002  
Revised: Editorial Changes – January 2003  
Revised: Mandatory Changes from APTA – September 2002 – March 2003  
Revised: Chapter Vote and Editorial Changes – September 2003  
Revised: Editorial and Mandatory Changes from APTA – December 2003  
Revised: Chapter Vote – September 2004  
Revised: Chapter Vote – January 2006  
Revised: Editorial and Mandatory Changes from APTA – January 2006  
Revised: Chapter Vote – September 2006  
Revised: Chapter Vote – May 2008  
Revised: Chapter Vote – August 2009  
Revised: Chapter Vote – August 2012  
Revised: Chapter Vote – April 2013  
Revised: Chapter Vote – August 2013  
Revised: Editorial and Chapter Vote – April 2014  
Revised: Chapter Vote – August 2015  
Revised: Chapter Vote – April 2018