

**Wyoming Chapter of the APTA
Policy and Procedure Manual**

Mission: The mission of the Wyoming Physical Therapy Association is to be the principle membership organization that represents and promotes the physical therapy profession, and to meet the needs and interests of its members.

Goals: To offer professional development opportunities

To be financially secure and stable

To be acknowledged as the expert source for physical therapy information

To keep membership informed and be a liaison to the national organization

Annual Goals:

Policy 1: Reimbursement for representation of the Wyoming Chapter

1. The Wyoming Chapter of the APTA will reimburse **one member** who represents the Chapter for the State Government Affairs and two members Federal Affairs
 - Travel expenses to the meeting city within reason (coach airfare or other means of transportation, will be covered at the discretion of the board)
 - Registration fees (if applicable) to Component Leadership, State Government Affairs, Federal Government Affairs and Reimbursement Forum
 - Housing (# of days of the meeting) within reason (attempts should be made for room sharing)
 - A per diem rate of \$39.00 per day (for number of days of meeting not to include travel)

2. The Chapter will reimburse **all delegates (3) and the Chapter President** to NEXT for the following:
 - Travel expenses to the meeting city (coach airfare or other means of transportation should be reasonable and at the discretion of the board).
 - Housing for the # of days the House and PTA Caucus are in session (attempts should be made for room sharing and are at the discretion of the board).
 - A per diem rate of \$39.00/day not including travel days.
 - Does **not** include conference fees for courses

3. The Wyoming Chapter of the APTA will reimburse **2 members** to represent the Chapter at Combined Sections Meeting. It is recommended that these members be either the President and/or Chief Delegate
 - Travel expenses to the meeting city (coach airfare or other means of transportation should be reasonable and at the discretion of the board)
 - Housing for the # of days the House and PTA Caucus are in session (attempts should be made for room sharing).
 - A per diem rate of \$39.00/day not including travel days.
 - Does **not** include conference fees for courses.

4. The WYPTA will defer Fall Conference Education Course fees for the 4 Executive Board Members.

5. The Wyoming Chapter of the APTA will reimburse executive board members mileage at the current federal allowable rate for travel to and from board meetings and two night's hotel up to \$100.00. There is no daily per diem or food reimbursement.

6. The Chapter supports financial responsibility and encourages the representatives of the Chapter to utilize resources efficiently.

7. All funding is subject to the annual budget review.

Procedure:

The member will submit copies of all travel expenses within one (1) month of travel to the Chapter Treasurer for reimbursement.

Policy 1: Advertising Rates for Membership

1. All general advertisement will be assessed a \$50.00 fee for non-members. Members of the WYPTA may have general advertisements at no charge.
2. Job advertisement on the website will be handled by an outside company

Procedure:

1. The member will submit their request to the chapter Executive Secretary with the appropriate fees prior to printing the advertisement in the monthly fax and website.
2. The member will access job posting through [wypta.org/career center](http://wypta.org/career-center)

Policy 2: Website – www.wypta.org

The website will be updated monthly by the executive secretary. If there is no executive secretary then the president will take over that role.

Procedure:

The website will contain, but is not limited to, Executive Board statistical information, bylaws, practice act, rules and regulations, state board contacts, link to APTA, job postings, classifieds and membership communications.

Policy 3: Facebook

A Wyoming Chapter APTA – WYPTA Facebook page will be managed by the Executive Committee.

Procedure

Only general postings directed at the WYPTA membership may be posted on the Facebook page. Members (\$0.00) and non-members (\$50) may post locally sponsored continuing education or events announcements on the page. Job postings will not be allowed on the Facebook page. A member may make a post, however, it will be approved by the page managers prior to allowing the post.

Policy 4: Committees

1. Finance Committee - Treasurer and 1 appointed person. 3 year term
2. Program Education Committee – Vice President and 2 people appointment by the executive committee. 3 year term
3. Ethics Committee – Secretary and 3 people appointed by the executive committee. One person appointed annually after the fall meeting. 3 year term
4. Nominating Committee – Vice President and 2 members elected by chapter members. 3 year term

Policy 5: Committee Chairs

1. Committee chairperson will attend biannual WYPTA meetings and make a report (or submit a report 2 weeks prior to the meeting) to the Executive Board liaison.
2. Any ad hoc committees will be reviewed at the fall meeting for need. They will have a board liaison.
3. Committees can be formed by majority vote of meeting attendees or by the executive Board.
4. Membership and terms of committees will be defined at time of formation.

Policy 6: Broadcast Fax

1. Use of broadcast fax will be free to individual Wyoming PT or PTA members.
2. A \$50.00 charge will apply to any non-member or group requesting the use of broadcast fax.
3. All fax requests must be emailed in Microsoft Word format

Policy 7: State Phone Conference Meetings

1. The executive board at Fall Executive Board Retreat will schedule for the phone conference meetings for the following year.

2. The treasurer will be responsible for setting up the phone conference company.
3. Phone conference meetings will be limited to a maximum of 1 hour.

Policy 8: Bylaw Changes

1. Bylaws will be reviewed and changes made at the Fall executive Board meeting
2. Changes will be published in the following monthly fax to allow for 30-day member comments period prior to the next meeting
3. Bylaw changes will be sent to APTA by the president.

REV 1/2002
11/2004
11/2005
03/2010
02/2015
11/2015