

**RULES OF ORDER OF THE \_\_\_\_\_ SPECIAL INTEREST GROUP OF THE  
APTA PENNSYLVANIA, A CHAPTER OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION**

**ARTICLE I. NAME**

The name of the organization: \_\_\_\_\_ Special Interest Group of the APTA Pennsylvania, herein referred to as the \_\_\_ SIG. APTA Pennsylvania shall herein be referred to as the Chapter.

**ARTICLE II. OBJECTIVES**

The objectives of this SIG shall be:

- A. To further the objective of the Association as expressed in the Chapter Bylaws and Policy statements formulated by the Board of Directors.
- B. To meet the needs of persons interested in \_\_\_ SIG and those providing care for the \_\_\_\_\_ population herein referred to as \_\_\_\_\_ Practice applicable in the profession of physical therapy.

**ARTICLE III. FUNCTIONS**

The functions of this SIG shall be:

- A. To carry out the functions of the Association as set forth in the Chapter Bylaws and Policy statements.
- B. To provide a forum for education in \_\_\_\_\_ practice. To provide a mechanism for the exchange of information among physical therapy educators, researchers, practitioners, and other persons interested in \_\_\_\_\_ practice.
- C. To identify and promote utilization of standards of competency for practice, research and education in \_\_\_\_\_ practice.
- D. To identify and respond to areas of concern related to \_\_\_\_\_ practice.

**ARTICLE IV. MEMBERSHIP**

Section 1. Qualifications: any member of the Chapter in good standing.

Section 2. Application: An eligible Chapter member shall make a request directly to the Chapter's Executive Director or current officer of the \_\_\_ SIG. Upon acceptance of the request, the member shall become a member of the SIG.

Section 3. Rights: All members of the SIG have the same rights granted by the Chapter to each membership class.

Section 4. Good Standing: A member is in good standing within the meaning of these bylaws if the member is in good standing with the Chapter.

Section 5. Disciplinary Action: The rules related to disciplinary action of a member shall be those prescribed by the Chapter Bylaws.

#### ARTICLE V. FINANCE

All matters pertaining to finances shall be the same as those prescribed by the Chapter Bylaws.

#### ARTICLE VI. OFFICERS

Section 1. Names of the officers: the officers of the SIG shall be Chair, Vice Chair and Secretary.

Section 2. Qualifications of the officers: only SIG active members in good standing shall be eligible to serve as SIG officers. Only one affiliate may serve as an elected official of the SIG.

Section 3. Tenure of officers:

- A. Officers shall be elected and serve a term of three (3) years. A term of office would be a full 3 year cycle.
- B. No member shall serve more than two (2) full consecutive terms in the same office.
- C. The terms of office for all officers shall commence at the January APTA Pennsylvania Board of Director's meeting.
- D. Election cycle shall be staggered to allow for continuity of service provided. Chair, Vice Chair and Secretary shall be elected one per year except for 2016.
- E. Proviso: in order to stagger terms of the chair:
  - a. In 2016, chairs will be elected for Acute Care, Geriatrics
  - b. In 2017, chairs will be elected PTA and Private Practice
  - c. In 2018, chairs will be elected for Neurology and Pediatrics

Section 4. Duties of the officers:

- A. The Officers shall:
  1. Call and preside at the meetings of the SIG.
    - i. Conduct business between annual and special business meetings.
  2. Recommend to the membership of the SIG appointment and creation of special and advisory committees.
  3. Submit a written report for the Board meetings – quarterly or as requested by the Board of Directors of APTA Pennsylvania.
  4. Represent the SIG at the Board of Directors meetings as directed by the Board.
  5. Shall be responsible for planning and conducting all educational programs in conjunction with the Conference and Continuing Education Committee of the Chapter.
  6. Maintain a record of membership of the section in conjunction with the Chapter office staff.

7. Maintain and record all official actions and decisions of the SIG.
8. Serve as a historian of the SIG.
9. Receive and dispense SIG monies as prescribed by the Chapter Bylaws.
10. Develop with the assistance of the Chapter Treasurer an annual budget.
11. Include a financial report to the Chapter Treasurer upon request.
12. Carry out the mandates and policies of the SIG as determined by the SIG members.
13. Have power to authorize vote by either mail or electronic means of the membership as prescribed in the bylaws.
14. Contact the APTA Pennsylvania Nominating Committee Chair one year prior to anticipated election of new officers.
  - a. Utilize Chapter Nominating Committee members in the nomination process and the preparation of the slate of candidates for office.
  - b. After notification from the chapter office of newly elected officers, contact web mater to post election results on web page.

Section 5. Transfer of Records by officers: Upon termination of service each officer shall transmit his/her records, in proper order, to his/her successor not later than 30 days after leaving.

Section 6. Vacancies:

- A. A vacancy in any office of the SIG shall be filled by appointment of the SIG officers within 30 days of the vacancy.
- B. A majority of the votes received shall constitute the winner of the election process.

## ARTICLE VII. NOMINATIONS, ELECTIONS AND VOTING

Section 1. Nominations:

- A. Nominations may be made from self- nomination, recommendations from the SIG leadership or names obtained from SIG annual membership meeting.
- B. The Nominating Committee shall prepare a slate of one or more names for the office to be elected from the list of SIG members who have consented to serve.
- C. The slate of nominees shall be sent to all members at least ten (10) days prior to the SIG annual membership meeting.
- D. Additional nominations may be made at the SIG annual membership meeting.

Section 2. Elections:

- A. Elections shall be by ballot via electronic means.

- B. A majority vote shall be required to elect unless there are more than two (2) nominated for an office, in which case a plurality vote is necessary for election.

Section 3. Voting:

- A. The voting body shall be composed of those SIG members in good standing who have voting privileges in the Chapter.
- B. A majority of the votes received shall constitute the winner of the election.
  - 1. The deadline date for the return of the ballot shall be indicated on the ballot and shall be no less than fourteen (14) days from the date of its sending.
  - 2. Ballots either returned by mail or rejected electronically shall not be counted.

ARTICLE VIII. MEETINGS

- A. At a minimum, an annual membership meeting of the SIG shall be conducted.
- B. Attendance at the annual SIG membership meeting is not limited, however, only those members of the SIG may vote on motions presented to the group.
- C. Educational programs may be held in conjunction with the SIG annual membership meeting or at other times in the calendar year, in conformity with Chapter policy.
- D. Education programs shall be open to all members and non-members of the Chapter who have fulfilled the registration requirements for the program.

ARTICLE IX. COMMITTEES

Section 1. Nominating Committee:

- A. The Nominating Committee Chair of APTA Pennsylvania shall coordinate election of officers.
- B. Elections shall be in compliance with APTA Pennsylvania bylaws.

Section 2. Special Committees:

- A. Such special committees as the SIG or officers deem necessary shall be appointed by the Officers of the SIG.

ARTICLE X. SIG STRUCTURE, OBLIGATIONS, PROPERTY AND RECORDS

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

## ARTICLE XI. PARLIMENTARY AUTHORITY

In the absence of any provision in these bylaws, or the Chapter Bylaws to the contrary, all meetings of the SIG, Officers and Committees shall be governed by the parliamentary rules and usage contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

## ARTICLE XII. AMENDMENTS AND DISSOLUTION

### Section 1. Amendments:

- A. The rules of order may be amended by majority vote at a Chapter Board of Directors meeting upon recommendation SIG leadership or the Chief Delegate.
- B. The effective date of the adoption of the amendment shall be the date of the issue, in writing, of the approval by the Chapter Board of Directors.

### Section 2. Dissolution:

- A. Involuntary dissolution of the SIG by action of the Chapter Board of Directors shall be prescribed by the Chapter Bylaws.
- B. Voluntary dissolution, being in effect a motion to rescind the bylaws shall require the same notice and vote as to amend. Any member on record shall be notified of the resolution to dissolve at least ten (10) days prior to the meeting at which the vote on the resolution would be taken.