



Student Special Interest Group

**American Physical Therapy Association-KY
Student Special Interest Group
Bylaws**

ARTICLE I: NAME AND AFFILIATION WITH KENTUCKY PHYSICAL THERAPY ASSOCIATION

Section 1

The Kentucky Student Special Interest group, hereinafter referred to as the S-SIG, shall be a special interest group of the American Physical Therapy Association of Kentucky of the American Physical Therapy Association, hereinafter referred to as APTA-KY and APTA respectively.

Section 2

The geographical jurisdiction of the S-SIG shall coincide with that of the APTA-KY.

ARTICLE II: PURPOSE

The purpose of the S-SIG shall be to provide networking opportunities that allow physical therapy students from across Kentucky to discuss issues affecting the physical therapy profession and to become better informed about the roles and activities of APTA-KY/APTA. The S-SIG shall serve as a vehicle for enhanced communication among students, a tool for the cultivation of professional relationships and a means of promotion and education of the physical therapy profession and interests affecting its key stakeholders.

ARTICLE III: FUNCTION

The functions of the Kentucky S-SIG shall include the:

- Identification and response to issues and areas of concern pertinent to S-SIG members;
- Promotion of student and new graduate membership and retention in APTA-KY/APTA;
- Fulfillment of the mission statement and strategic plan of the APTA-KY/APTA, as it applies to students;
- Provision of a mechanism of communication for S-SIG members in which to discuss issues, make inquiries, and receive answers;
- Promotion of the profession of physical therapy through community outreach and education;
- Promotion of APTA-KY/APTA causes through fundraising and charitable events;
- Education of members and potential members about the benefits of membership in the APTA-KY/APTA, current issues and events, and career opportunities; and
- Support of the provisions of APTA-KY/APTA bylaws, policies, and other enactments.

ARTICLE IV: MEMBERSHIP

Section 1: Qualifications

Membership in the S-SIG shall be open to all Student and Student Affiliate members in good standing of the APTA-KY and APTA enrolled in a Physical Therapist or Physical Therapist Assistant Program in the Commonwealth of Kentucky.

Section 2: Admission to Membership

All DPT and PTA students who are members of the APTA-KY are therefore members of the S-SIG.

Section 3: Rights of Members

All Student and Student Affiliate APTA members have the right to attend S-SIG meetings, speak, make motions, and run for office. S-SIG executive council members shall have the right to vote on motions and matters pertinent to the S-SIG.

Section 4: Good Standing

A member shall be in good standing within the S-SIG if that member is in good standing with the APTA-KY/APTA and with their respective physical therapy educational program.

Section 5: Disciplinary Actions

Any member of the S-SIG who is suspended by the APTA-KY and/or APTA shall be suspended by the S-SIG. Any member of the S-SIG who is expelled from the APTA and/or APTA-KY shall be expelled from the S-SIG. Any member of the S-SIG who withdraws or is removed from their respective educational program shall be expelled from the S-SIG.

Section 6: Reinstatement

Any former member of the S-SIG who is in good standing in the APTA-KY and APTA and who meets the qualifications for membership in the S-SIG may be reinstated to membership.

ARTICLE V: MEETINGS

Section 1: Annual Meeting

The S-SIG shall hold in-person meetings of membership for conduction of business annually. The annual meeting will occur at the APTA-KY conference.

Section 2: Business and Special Meetings

The Executive Committee shall host monthly Business Meetings (every 30 days) to conduct business on behalf of the S-SIG. All members who wish to have input in meetings of the executive committee should email the chair and/or secretary to determine time, location and date.

The Executive Committee or any fifteen (15) members shall have the authority to call Special Meetings provided that thirty (30) days written notice is given to all members. Such meetings will be held utilizing available technology to link members from distant campuses without requiring extensive travel.

Section 3: Quorum

The quorum for meetings shall be seven (7) S-SIG members in good standing plus at least two (2) members of the Executive Committee.

ARTICLE VI: LEADERSHIP

Section 1: Composition

- A. The officers of the S-SIG shall be the Chair, Vice Chair, Chair-Elect, Secretary, Treasurer, Community Relations Liaison, PTA Student Liaison, and APTA-KY Representative.
- B. The Executive Committee shall consist of all elected officers of the S-SIG + the APTA national student council representative.
- C. The Full Council shall consist of the Executive Committee and all Program Liaisons

Section 2: Term of Office

- A. Each executive committee officer will serve the term of one year or until the annual election.
- B. Officers shall submit an application in the Summer before the term they are running for. The applications will be reviewed by the S-SIG chair, S-SIG Vice-chair, APTA KY president, and APTA KY Student Advisor. Up to 3 Individuals will be slated per position and all students in KY will have the chance to vote. Elected individuals will be announced at the APTA KY annual conference.
- C. Officers shall be elected at the Annual APTA-KY S-SIG meeting at the APTA-KY annual conference and shall assume office at the close of the meeting at which they are elected.

- D. Chair-elect shall serve one term as chair elect and will assume the position of chair at the end of their one-year term as chair-elect. If there is not a chair-elect, any student member of the SIG can apply for the position and run for election at the annual meeting.

Section 3: Duties

In addition to the rights and duties as a member of the S-SIG, the officers shall all have the respective duties assigned to them as follows:

A. Chair

- Preparing Board Reports concerning S-SIG agenda/activities to the APTA-KY Board of Directors as needed / requested;
- Preparing an agenda for all meetings of the Executive Committee and S-SIG;
- Overseeing and delegating S-SIG activities / responsibilities;
- Presiding over Executive Committee and S-SIG meetings;
- Reporting to the APTA-KY Board of Directors on all S-SIG activities;
- Attending all APTA-KY Board of Directors or appointing an official spokesperson;
- Drafting S-SIG and/or student-related articles for the APTA-KY Newsletter, in conjunction with the Secretary and Director;
- Serving as the official spokesperson of the S-SIG or appointing an official spokesperson;
- Ensuring all S-SIG members' concerns are addressed in a timely and complete fashion, including representation of S-SIG members to the APTA-KY Board of Directors;
- Reporting all formal S-SIG activities to the APTA-KY Chapter Student Liaison.

B. Vice Chair

- Serving as liaison between the S-SIG and APTA-KY;
- Assuming duties of chair in his/her absence;
- Assisting the secretary/chair in developing meeting agendas;
- Organizing meetings and activities as prepared by the chair and voted on by the Executive Committee;
- Moderating and updating the APTA-KY Student web-based forms of communication with the community relations chair.
- Reporting to the Executive Committee and Chair as requested.

C. Chair-Elect

- Chair elect will serve two consecutive terms, Chair-elect and chair. In the case that the chair graduates their respective program prior to elections, chair elect will assume the position of interim chair until elections at the annual business meeting. If chair elect cannot fulfill the duty as chair, or in the case that a chair-elect position is not filled when the chair graduates, a member of the board will become interim-chair based on majority vote of the current board until elections are held.

- Roles of the chair-elect will include:
- Assisting the chair and/or vice chair with coordination of meetings and events.
- Assisting community outreach liaison with maintaining social media for SSIG
- Chair-elect shall take on the responsibility of secretary, treasurer, community outreach liaison, or PTA student liaison if those positions are not filled. If the chair and/or vice chair is unable to attend APTA-KY board meetings, the chair-elect will fulfill this obligation.

D. Secretary

- Recording minutes of all S-SIG meetings and Executive and Board meetings;
- Submission of all minutes to the APTA-KY office within thirty (30) days following the meeting;
- Making meeting minutes available to the membership;
- Notifying S-SIG members of the dates, times and locations of S-SIG meetings;
- Assisting with the composition of S-SIG / student-related articles for the APTA-KY newsletter;
- Maintaining S-SIG archives of official records, documents and correspondence;
- Maintaining correspondence with the S-SIG Executive Committee; and
- Reporting to the Chair and Executive Committee as requested.

E. Treasurer

- Collecting and disbursing money raised through fundraising or other means;
- Maintaining the S-SIG bank account as needed and obtaining required co-signatures when necessary;
- Obtaining written financial requests from S-SIG officers;
- Coordinating meetings to develop budgets, as needed;
- Reporting financial status of the S-SIG to the APTA-KY Chapter Student Liaison, APTA-KY Board of Directors, S-SIG Chair and Executive Committee and S-SIG membership as requested;
- Making a written report for all regularly scheduled meetings of the S-SIG.

F. Community Relations Liaison

- Spearhead the social media accounts to engage students in involvement opportunities
- Create relationships with community businesses to initiate networking & event sponsorships
- Work with community organizations to plan service opportunities
- Communicate all updates and information to executive board and S-SIG members.

G. PTA Student Liaison

- Organize informational sessions or events to promote the PT-PTA relationship
- Representation of PTA interests on the executive council
- Continue to educate and update the executive council and student members about the responsibilities and scope of practice for PTA's in Kentucky

H. APTA-KY National Student Council Representative

- Maintaining communication between the APTA Student Council and physical therapy students from other states; and
- Communicating to the S-SIG Executive Board the Student Assembly's goals, monthly emails, newsletters and other important student issues.
- Spearhead the organization of the APTA KY S-SIG annual national advocacy brunch
- Encourage state involvement in the annual Marquette Challenge for PT Research

I. Program Liaisons

- Each program's APTA liaison/representative for each cohort shall make up the S-SIG Full Council in addition to all above elected positions of the S-SIG Executive Council.
- They will communicate the desires of their program with the leadership of the S-SIG
- Responsible for relaying all information specified by Chair to their program

ARTICLE VII: DISSOLUTION

Section 1: Dissolution

- A. By the Chapter Board of Directors: The SSIG may be dissolved by a two-thirds vote of the Chapter Board of Directors if the SSIG's active membership remains less than ten (10) during any consecutive twelve-month period or if actions are taken which are inconsistent with the established intent and purpose of the S-SIG.
- B. By the S-SIG membership: The S-SIG may be dissolved by a two-thirds vote of the membership if written notice is given to the membership thirty (30) days prior to the vote.

Section 2: Property and Records

In the event the S-SIG is dissolved, all property and records shall become the property and records of the Chapter.

ARTICLE VIII: FINANCE

Section 1: Fiscal Year

The fiscal year of the SSIG shall be the same as that of the APTA-KY.

Section 2: Limitation of Expenditures

- A. No officer, member, or committee shall expend any money not provided for in the budget as adopted or spend any money in excess of the budget allotment except by order of the Board.
- B. The Board shall not commit the S-SIG to any financial obligation in excess of its current fiscal resources.

Section 3: Dues

The S-SIG shall not impose membership dues.

ARTICLE IX: RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the S-SIG in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules or order adopted by the S-SIG.

ARTICLE X: BYLAW AMENDMENTS

- A. These bylaws may be amended in whole or in part by a two-thirds vote of the members of the SSIG present and voting provided that at least thirty (30) days prior to the meeting, a copy of the proposed amendments has been made available to student members.
- B. If the intent of an amendment is editorial or to bring the S-SIG's Bylaws into agreement with those of the Chapter, the amendment shall be made as required by the Secretary and approved by the SSIG Executive Committee. The Secretary shall also notify the membership of such amendment.

ARTICLE X: OTHER AUTHORITIES

In addition to these bylaws, the SSIG is governed by the APTA-KY Chapter bylaws and policies, as well as the APTA's bylaws and policies.