

# **Rules of Order for the Clinical Education Special Interest Group of the Education Section of the American Physical Therapy Association**

## **Article I. Name**

The Clinical Education Special Interest Group of the Education Section of the American Physical Therapy Association, hereinafter referred to as the Clinical Education SIG (CESIG).

## **Article II. Purpose**

The CESIG shall serve as a resource and forum for individuals who have professional interest and concern for the coordination, implementation and evaluation of clinical education for physical therapists and physical therapist assistants.

## **Article III. Objectives**

The objectives of the CE SIG shall be to:

- A. To provide a vehicle for encouraging and enhancing communication among all clinical educators
- B. To increase the participation of clinical educators in the Section for Education
- C. To provide continuing education in areas pertinent to clinical education and teaching
- D. To foster best practice strategies in clinical education in an atmosphere of evidence based practice
- E. To promote cooperative efforts among educational programs and clinical sites in scheduling, evaluation and continuing education
- F. To develop guidelines for the continuing development and evaluation of academic and clinical faculty involved in clinical education
- G. To serve as a resource body involved in acquiring, managing and disseminating information related to clinical education in physical therapy.

## **Article IV. Membership**

### **Section 1: Categories and Qualification of Members**

Members of the CESIG are members in good standing of the Section for Education who are interested in issues related to clinical education.

### **Section 2: Rights and Privileges of Members**

Members can speak, make motions, serve on committees, serve as officers, and have one vote.

### **Section 3: Good Standing**

An individual is in good standing if:

- A. She/he makes timely payments of section dues
- B. She/he is a member in good standing of the APTA

## **Article V. Special Interest Group Formation and Dissolution**

### **Section I: Formulation**

A. Twenty-five or more Section members may petition the Executive Committee of the Section for Education. Included with the petition shall be the purpose of the group and proposed Rules of Order. If approved by the Executive Committee the Special Interest Group may be established.

B. A Special Interest Group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section's Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.

### **Section 2: Dissolution**

A. Voluntary dissolution: A Special Interest Group may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Section, a quorum being present, providing 90 day notice of such pending action has been given to the members.

1. All property and records in possession of the Special Interest Group shall be turned over to the section.
2. If the Special Interest Group is dissolved for the purpose of merging with an existing Special Interest Group, all property and records shall be turned over to the existing or newly formed Special Interest Group with which it merged.

### **Section 3: Limitations**

Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.
- B. No Special Interest Group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the special interest group unless authorized by the Section's governing body.

## **Article VI. Meetings**

### **Section 1: Annual Meeting**

A. The Annual Meeting shall be held for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG. This meeting shall take place at the site of the Combined Sections Meeting of the Association and at a time designated by the Section's Program Chairperson or designated representative of the Education Section and the Combined Sections Meeting's Program Committee.

B. Individuals who are not members of the Section for Education may attend CESIG meetings and may speak publicly at such meetings. However, they do not have a vote, and may not hold office in the CESIG.

### **Section 2: Notice of Meeting Requirements**

Additional meetings may be held during the course of any calendar year upon 30 days prior written notice to the members of the Section

### **Section 3: Quorum**

A quorum will be 25 CESIG members, including members of the CESIG Executive committee.

## **Article VII. Officers**

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

#### **A. Co-Chairs**

The Co-Chairs shall be: 1) an Academic Co-Chair, who is either an Academic Coordinator of Clinical Education (ACCE) or a Director of Clinical Education (DCE) in an accredited Physical Therapist or Physical Therapist Assistant Program; and 2) a Clinical Co-Chair who is either a Center Coordinator of Clinical Education (CCCE) or a Clinical Instructor (CI).

1. The Co-Chairs shall develop the agenda and preside at all meetings, communicate with the Section for Education Executive Board, and oversee activities of the CESIG.
2. The Co-Chairs shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the CESIG.
3. The Co-Chairs shall submit an annual written report of the activities of the CESIG to the Section, and participate in Executive Board meetings for the section.
4. The Co-Chairs shall be responsible for coordination of educational programming with the Section Programming chair

#### **B. Recording Secretary**

1. The Recording Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
2. The Recording Secretary shall be responsible for all notices to members of the CESIG.
3. The Recording Secretary shall maintain records of all official actions of the CESIG
4. The Recording Secretary shall prepare an attendance roster for CESIG business meetings and distribute to the Co-Chairs.
5. The Recording Secretary shall prepare an orientation packet for new officers, including a roster of officers, Rules of Order for the CESIG and standing rules of the Section for Education.

#### **C. Membership Secretary**

1. The Membership secretary shall be responsible for developing, coordinating and implementing a strategic plan for the recruitment of new CESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
2. The Membership Secretary shall be responsible for maintaining a current CESIG Officer and membership roster.
3. The Membership Secretary shall, in consultation with the Co-Chairs, recommend the establishment or task forces to facilitate the accomplishment of goals set out in the strategic plan for recruitment of CESIG members.

#### **D. Elections**

The officers shall serve for two-year terms or until the election of their successors.

1. The Academic Co-Chair, Membership Secretary and nominating committee shall be elected on even-numbered years.
2. The Clinical Co-Chair and Recording Secretary shall be elected on odd-numbered years.
3. The officers shall assume office at the meeting following the Section election.

4. No officer shall serve more than two complete consecutive terms in the same office, but may serve additional non-consecutive terms.

**Section 2: Vacancies**

In the event of a vacancy in the offices of any position, the Co-Chairs shall appoint a member to fill the office(s) for the unexpired term, with advice of the SIG leadership.

**Section 3: Qualifications**

Only such members of the Section as are provided for in the Association bylaws, who have been members of the CESIG in good standing for a period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office..

**Article VIII. Committees**

**Section I: Nominating Committee**

**A. Composition**

1. The Nominating Committee shall consist of two eligible CESIG members in good standing who shall serve for two years. One member shall be elected each year.
2. The senior member of the Committee shall serve as Chair.

**B. Duties**

The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the CESIG business meeting.

**Section II: Program Committee**

**A. Composition**

1. The Program Committee Chair will be a CESIG member appointed by the Co-Chairs
2. The Program Committee members will be appointed by the Co-Chairs in consultation with the Program Committee Chair as deemed necessary.

**B. Terms**

1. The Program Committee Chair will be appointed for two years.
2. The Program Committee Chair may be appointed for additional consecutive or non-consecutive terms.

**C. Duties**

1. The Program Committee shall work with the Co-Chairs to plan and coordinate the annual business meeting during the Combined Sections Meeting and open forum sessions that may occur during the Educational Leadership Conference.
2. The Program Committee shall work with the Scholarship Committee and the Education Section Program Committee to organize programming and logistics for annual meetings of the SIG and Section.
3. The Program Committee Chair shall provide an annual report on activities during the CE SIG business meeting at the annual Combined Sections Meeting.

**Section III: Scholarship Committee**

**A. Composition**

1. The Scholarship Committee Chair shall be appointed by the Co-Chairs

2. The Scholarship Committee members shall be appointed by the Co-Chairs after consultation with the Scholarship Committee Chair

**B. Term**

The Scholarship Committee Chair and members shall serve for a two-year term and may serve additional terms, consecutive and non-consecutive.

**C. Duties**

1. To collect, collate and maintain information on ongoing and planned scholarship activities related to clinical education
2. To serve as a resource for those individuals who wish to collaborate with others in developing and implementing scholarship activities related to clinical education
3. To work collaboratively with other Section and SIG members who are participating in scholarship activities related to clinical education
4. To prepare and disseminate a report on pertinent scholarship activities at the annual CESIG meeting at Combined Sections Meeting.

**Article IX. Finance**

**Section 1: Fiscal Year**

The fiscal year of the CESIG shall be the same as that of the Section and Association.

**Section 2: Limitations on Expenditures**

No officer or member of the CESIG shall expend any money not previously approved by the Executive Board of the Section for Education. The CESIG Board of Directors shall not commit the Section to any financial obligations in excess of its current financial resources.

**Section 3: Dues**

Special Interest Groups do not have dues.

**Article X. Parliamentary Authority**

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* and govern the CESIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Rules of Order adopted by the Section.
- B. SIGs will maintain Rules of Order