

**Standing Rules for the
Physical Therapist Assistant Educators Special Interest
Group of the Academy of Physical Therapy Education
of the American Physical Therapy Association**

Article I. Name

The Physical Therapist Assistant Educators Special Interest Group of the Academy of Physical Therapy Education (APTE) of the American Physical Therapy Association, hereinafter referred to as the PTAE SIG.

Article II: Purpose

The PTA Educators SIG serves as the advocate and expert resource for the education and role of the Physical Therapist Assistant. Members provide leadership, mentorship and expertise in teaching and learning to support all persons concerned with education that ensures Physical Therapist Assistants are prepared for contemporary practice.

Article III. Objectives

The objectives of the PTAE SIG shall be to:

- A. Provide means to increase and improve communication among physical therapist assistant educators.
- B. Facilitate and increase opportunities for PTA faculty development and mentoring.
- C. Facilitate and improve mentoring opportunities for all persons involved in the education of physical therapist assistants.
- D. Advocate for the role of the PTA as the extender of care for the physical therapist within the profession of physical therapy.
- E. Promote existing and create additional opportunities for PTA Educator representation in leadership roles at the national level.
- F. Communicate and collaborate with physical therapist program educators.
- G. Create and promote ways for the PTAE SIG to impact the Academy's participation and responses to issues related (but not limited) to the education, scope of work, supervision and direction of the PTA at the national level.
- H. Serve as a resource body with any/all inquiries related to the education and/or utilization of the physical therapist assistant.

Article IV. Membership

Section 1: Categories and Qualification of Members

Members of the SIG are members in good standing of the Academy who are interested in and/or involved with the education and/or utilization of the physical therapist assistant.

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 within the meaning of these bylaws if:

- A. She/he makes timely payments of Academy 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 Academy members may petition the Executive Committee of the Academy 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 the Academy or Association bylaws and that shall be approved by the Academy'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 Academy, 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 Academy.
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 Academy.
- B. No special interest group shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the special interest group unless authorized by the Academy's governing body.

Article VI. Meetings

Section 1: Annual Meeting

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 Academy's Program Chairperson or designated representative of the APTE and the Combined Sections Meeting's Program Committee.

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 Academy.

Section 3: Quorum

A quorum will be more than five SIG members present including 2 members of the SIG Executive committee.

Article VII. Officers

Section 1: Officers: Rights, Duties, and Responsibilities

A. Chairperson

1. The Chairperson shall develop the agenda and preside at all meetings, communicate with the Academy for Education Executive Board, and oversee activities of the SIG.
2. The Chairperson shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
3. The Chairperson shall submit an annual written report of the activities of the SIG to the Academy, and participate in Executive Board meetings for the Academy.

B. Vice Chairperson

1. The Vice Chairperson shall assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
2. The Vice Chairperson shall assume assignments as delegated by the Chairperson.
3. The Vice President shall be responsible for coordination of educational programming with the Academy Programming chair.

C. Secretary/Treasurer

1. The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
2. The Secretary shall be responsible for all notices to members of the SIG.
3. The Secretary shall maintain records of all official actions of the SIG
4. The Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group, and provide a written report of these transactions to the Academy Treasurer.

D. Elections

1. The officers shall serve for two-year terms or until the election of their successors.
 - a. The Chairman and nominating committee shall be elected on odd-numbered years.
 - b. The Vice –Chairman, Treasurer/Secretary, and nominating committee shall be elected on even-numbered years.
2. The officers shall assume office at the meeting following the Academy election.
3. No officer shall serve more than two complete consecutive terms in the same office.

Section 2: Vacancies

In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the Chair position for the un-expired portion of the term. The Chairperson shall appoint a member to fill any vacancy occurring the office of Vice Chairperson, Secretary/Treasurer, or Nominating Committee for the unexpired term, with advice of the SIG leadership.

Section 3: Qualifications

Only such members of the Academy as are provided for in the Association bylaws, who have been members in good standing for a period of at least two years 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 SIG 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 Chairman.
- B. Duties
The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the SIG business meeting.

Article IX. Finance

Section 1: Fiscal Year

The fiscal year of the SIG shall be the same as that of the Academy and Association.

Section 2: Limitations on Expenditures

No officer, member of the SIG 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 Academy's Board of Directors. The Board of Directors shall not commit the Academy to any financial obligations in excess of its current financial resources.

Section 3: Dues

- A. Special Interest Groups do not have dues. Voluntary contributions can be made to the SIG at any time.

Article X. Parliamentary Authority

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