



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 APTAKY and APTA respectively.

Section 2

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

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 APTAKY/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 APTAKY/APTA;
- Fulfillment of the mission statement and strategic plan of the APTAKY/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 APTAKY/APTA causes through fundraising and charitable events;
- Education of members and potential members about the benefits of membership in the APTAKY/APTA, current issues and events, and career opportunities; and
- Support of the provisions of APTAKY/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 APTAKY 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 APTAKY 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, and make motions. Only S-SIG members shall have the right to vote or hold office.

Section 4: Good Standing

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

Section 5: Disciplinary Actions

Any member of the S-SIG who is suspended by the APTAKY and/or APTA shall be suspended by the S-SIG. Any member of the S-SIG who is expelled from the APTA and/or APTAKY 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 APTAKY 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 meetings of membership for conduction of business annually. The annual meeting will occur at the KPTA conference. Members of the executive committee will also meet bi-monthly as needed in order to plan future events and conduct business for 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.

Section 2: Special Meetings

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 meeting 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, Program Liaison, and APTA Core Ambassador for KY.
- B. The Executive Committee shall consist of all elected officers of the S-SIG.

Section 2: Term of Office

- A. Each executive committee officer will serve the term of one year or until the annual election. Officers shall be elected at the Fall APTAKY S-SIG meeting and shall assume office at the close of the meeting at which elected.
- B. 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 APTAKY 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 APTAKY Board of Directors on all S-SIG activities;
 - Attending all APTAKY Board of Directors or appointing an official spokesperson;
 - Drafting S-SIG and/or student-related articles for the APTAKY Newsletter, in conjunction with the Secretary and Director;
 - Serving as the official spokesperson of the S-SIG or appointing an official spokesperson;
 - Insuring all S-SIG members' concerns are addressed in a timely and complete fashion, including representation of S-SIG members to the APTAKY Board of Directors; and
 - Reporting all formal S-SIG activities to the APTAKY Chapter Student Liaison.

- B. Vice Chair
 - Serving as liaison between the S-SIG and APTAKY;
 - Assuming duties of chair in his/her absence;

- Assisting the 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 APTAKY Student Facebook Page and other print / web-based forms of communication; and
- 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 Vice chair with maintaining social media for SSIG
 - Chair-elect shall take on responsibility of secretary or treasurer if those positions are not filled. If chair and/or vice chair is unable to attend APTAKY board meetings, 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 APTAKY 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 APTAKY 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 dispersing monies 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 APTAKY Chapter Student Liaison, APTAKY 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. APTA Liaison (Core Ambassador)

- Maintaining communication between the APTA Student Assembly and physical therapy students from other states; and
- Communicating to the S-SIG Executive Board the Student Assembly's goals, monthly e-mails newsletters and other important student issues.

G. Program Liaison

- Each program will have at least one liaison who will communicate the desires or 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 APTAKY.

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 AMMENDMENTS

- A. These bylaws may be amended in whole or in part by a two-thirds vote of the members of the S-SIG 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 Board of Directors. 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 APTAKY Chapter bylaws and policies, as well as the APTA's bylaws and policies.

Drafted, April 11, 2008. Revision, August 1, 2010. Revision, May 12, 2021.