

# **BYLAWS OF THE STUDENT SPECIAL INTEREST GROUP OF THE ALABAMA PHYSICAL THERAPY ASSOCIATION**

## **ARTICLE I: NAME**

The Alabama Student Special Interest Group, hereinafter referred to as ALSSIG, shall be a special interest group of the Alabama Physical Therapy Association, hereinafter referred to as APTA Alabama.

## **ARTICLE II: PURPOSE**

The ALSSIG exists to enhance the educational experience of all Alabama Physical Therapist (PT) and Physical Therapist Assistant (PTA) Students and to facilitate student contributions in collaboration with APTA Alabama and the American Physical Therapy Association, hereinafter referred to as APTA. This is accomplished by providing educational, professional development, community involvement, mentoring and networking opportunities.

## **ARTICLE III: OBJECTIVES**

The objectives of the ALSSIG shall be to:

- A. Work in cooperation with APTA Alabama, Alabama PT Students, Alabama PTA Students, and the APTA Student Council.
- B. Exchange information, Identify and respond to issues and areas of concern related to PT and PTA Students in Alabama.
- C. Assist APTA Alabama and APTA in furthering the profession of physical therapy in Alabama.
- D. Promote membership, active participation, professional advocacy and leadership of students within APTA Alabama and APTA.
- E. Prepare ALSSIG members for future participation and leadership roles within APTA Alabama and APTA.
- F. Promote the profession of physical therapy through community outreach.
- G. Coordinate activities that promote interschool relations within Alabama.
- H. Foster mentorship opportunities between ALSSIG members and the Early Professionals SIG (EPSIG) members.

## **ARTICLE IV: OBLIGATIONS**

The ALSIG shall:

- A. Operate under rules of order consistent with APTA Alabama or APTA Bylaws and that shall be approved by the APTA Alabama Board of Directors (BOD).
- B. Not levy special assessments that carry punitive action or loss of good standing.
- C. Maintain complete and accurate financial records, which shall be audited annually.
- D. Submit annual reports of its activities and other reports as may be requested by the APTA Alabama BOD.
- E. Hold meetings in conformity with APTA Alabama policy.
- F. Not profess or imply that it speaks for or represents APTA Alabama or its members unless authorized to do so by the APTA Alabama BOD.
- G. Plan, organize and execute activities at APTA Alabama conferences, to include a Student Track at the Annual Conference.

## **ARTICLE V: MEMBERSHIP**

### **Section 1: Qualifications**

All APTA Alabama PT and PTA Student Members enrolled in an accredited or candidate for accreditation Physical Therapist or Physical Therapist Assistant Program in Alabama shall be members of the ALSSIG.

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

- A. The rights and privileges of ALSSIG's members shall be identical to those established in the APTA Alabama Bylaws.
- B. ALSSIG Members shall have one (1) vote at SIG membership meetings.

## **ARTICLE VI: MEETINGS**

### **Section 1: Membership Meetings**

- A. Meetings of the membership shall be held at least once per year for the conduction of business with attendance limited to ALSSIG members and invited guests approved by the ALSSIG Executive Committee.
- B. Notice of the meetings shall be sent at least thirty (30) days prior to the meeting date to all ALSSIG members. Any motions, questions or concerns a member wishes to bring before the ALSSIG Executive Committee, shall be sent in writing at least fifteen (15) days prior to the meeting date.
- C. A quorum shall consist of ten (10) voting members, including at least three (3) members of the ALSSIG Executive Committee.

## Section 2: Special Meetings

- A. The Executive Committee, or ten (10) ALSSIG members, may call a special meeting, provided that thirty (30) days' notice is given to all members and invited guests approved by the ALSSIG Executive Committee. A quorum shall consist of at least five (5) percent of the ALSSIG membership, including a minimum of three (3) members of the ALSSIG Executive Committee.
- B. The ALSSIG Executive Committee may hold a special meeting to include meetings held via electronic means to facilitate the work of the ALSSIG.

## Section 3: Meeting Minutes

Minutes shall be taken at all meetings of the ALSSIG. The minutes shall be sent to the APTA Alabama Board Liaison within thirty (30) days.

## Section 4: Committees

Such committees, standing or special, may be appointed by the ALSSIG Executive Committee, with the approval of as deemed necessary to carry out the work of the ALSSIG.

# ARTICLE VII: EXECUTIVE COMMITTEE

## Section 1: Composition

The Executive Committee shall consist of a Chair, Vice Chair, Secretary/Treasurer, Director at Large and a PTA Director.

## Section 2: Qualifications

Student Physical Therapists or Student Physical Therapist Assistants from a program that is accredited or a candidate for accreditation in Alabama shall be eligible to hold office if the following statements hold true:

- A. They remain an APTA Alabama/APTA member throughout the term of the office.
- B. They agree to fulfill the duties of the office for which they have been nominated.

## Section 3: Duties of Officers

- A. The Chair shall:
  1. Serve as the APTA Alabama Student Council Representative, attending Student Council Meetings at the APTA Leadership Congress and those held virtually.
    - Share information from the ALSSIG and APTA Alabama with Student Representatives at each program in Alabama.
    - Communicate opportunities, efforts, and events from the APTA Student Council to ALSSIG members.
    - Collaborate with the ALSSIG Vice Chair to host an annual National Advocacy Dinner.
    - Collaborate with Core Ambassadors from other states to bring ideas for student involvement and events to the ALSSIG.
    - Attend national and state advocacy events.
  2. Attend APTA Alabama Board and Chapter Council Meetings.
  3. Prepare agendas for and preside over all ALSSIG meetings.
  4. Report to the ALSSIG Membership.
  5. Manage the ALSSIG and ensure that efforts are in line with APTA Alabama.
  6. Serve as official spokesperson for the ALSSIG.
  7. Foster the development and growth of the ALSSIG.

8. Act as liaison between the ALSSIG, APTA Alabama and APTA.
9. Report to the APTA Alabama Board Liaison to the ALSSIG and Executive Director, as requested.
10. Oversee communication with APTA Alabama regarding upcoming meetings and events, including providing updates to the ALSSIG page on the APTA Alabama website, or delegating this task.
11. Work collaboratively with the Executive Committee to develop the annual budget.
12. Work collaboratively with third year mentors to manage ALSSIG alumni relationships.
13. Oversee the nomination and election process.
14. Conduct new leader orientation.

B. The Vice Chair shall:

1. Assume the duties of the Chair if they are absent or incapacitated.
2. Aid Chair in managing and directing the Executive Committee nomination process to include elections.
3. Oversee development of student programming at APTA Alabama conferences, if applicable.
4. Oversee and support ALSSIG committees and their Chairs, to include onsite support.
5. Work with the Chair to develop and host an annual National Advocacy Dinner.
6. Create flyers, send verbiage for email blasts to the APTA Alabama Executive Director, and social media posts for upcoming events.
7. Promote networking opportunities at meetings and via social media.

C. The Secretary/Treasurer shall:

1. Assist the Chair with the development of a budget.
2. Track ALSSIG spending and reconcile against the budget quarterly.
3. Provide a financial report to the APTA Alabama Board, as requested.
4. Submit forms and receipts to the APTA Alabama Executive Director for reimbursement.
5. Submit requests for the next fiscal year to the APTA Alabama Treasurer.
6. Maintain ALSSIG calendar and notify ALSSIG members and the Executive Committee of upcoming meetings and events.
7. Document and share ALSSIG meeting minutes with members and the APTA Alabama Board Liaison.
8. Help with tasks and events, where needed.
9. Develop and implement ALSSIG fundraising opportunities.

D. The Director at Large shall:

1. Brand physical therapy in the community through service and to support our local PT community through service.
2. Create, coordinate and publicize community service opportunities, to include PT Day of Service.
3. Create networking opportunities that foster student involvement.
4. Schedule PT Pub Night/PT Night Out with the APTA Membership Chair or other social events for students.
5. Communicate and publicize ALSSIG meetings and events utilizing social media.
6. Organize activities at ALSSIG events that include networking games, raffles, social media contest, and community service ties.
7. Organize fun athletic activities at ALSSIG events that promote healthy competition for students and PT/PTA members.
8. Organize ALSSIG events that promote collaboration and networking between students and PT/PTA members.
9. Manage the ALSSIG social media presence.

E. The PTA Director shall:

1. Enhance the relationship between PT and PTA students and the practicing clinician.
2. Assist in the management of ALSSIG social media and share ALSSIG events with PTA students.
3. Assist with ALSSIG programming at meetings and activities/events and ensure the specific needs of PTA students are addressed by the ALSSIG.

#### Section 4: Terms and Vacancies

- A. The term of office for shall be one (1) year. Executive Committee Members may only be re-elected for one (1) successive term to the same office. If a student graduates during their term, they can continue to serve until the end of the term.

- B. Executive Committee Members shall assume office on January 1 following their election.
- C. The Vice Chair shall assume the duties of the Chair in the absence or incapacitation of the Chair. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed the position of Chair for the unexpired portion of the term and the office of Vice Chair shall be declared vacant.
- D. Vacancies of any other position shall be filled by ALSSIG Executive Committee appointment for the unexpired portion of the term.

#### Section 5: Duties of the Executive Committee

The ALSSIG Executive Committee shall:

- A. Remain in good standing with APTA Alabama, APTA and their academic program.
- B. Act as representatives of the ALSSIG for all Physical Therapist and Physical Therapist Assistant programs, conducting themselves professionally and appropriately.
- C. Be present and responsible for all ALSSIG meetings, events, business meetings and financial matters and report to the APTA Alabama Board of Directors, as requested.
- D. Absences must be reported in advance, unless it is an emergency.
- E. Review and revise ALSSIG policies as needed.
- F. Carry out the mandates and policies of the ALSSIG.
- G. Serve as mentors to incoming Executive Committee Members.
- H. Actively recruit ALSSIG members to consent to serve for an ALSSIG office.

#### Section 6: Conduct of Business

- A. The ALSSIG Executive Committee shall hold at least two (2) regularly scheduled meetings of the Executive Committee during their year of office.
- B. A quorum, shall consist of at least three (3) members of the ALSSIG Executive Committee.
- C. The ALSSIG Chair may call a special meeting of the ALSSIG Executive Committee and shall call a special meeting on the written request of two (2) ALSSIG Executive Committee Members.
- D. Special Meetings of the ALSSIG Executive Committee may be conducted via electronic means.
- E. A minimum of fifteen (15) days written notice shall be given prior to each meeting.
- F. When a decision is needed between meetings of the ALSSIG Executive Committee, voting may be conducted via electronic means.

### **ARTICLE VIII: LIAISONS AND COMMITTEES**

The Student Programming Chair shall:

- A. Collaborate with the Chair and APTA Alabama Education Committee to develop a student-centered track at the APTA Alabama Annual Conference that enables attendees to experience educational and networking opportunities that exist within the physical therapy profession in Alabama.
- B. Recruit volunteers and maintain a schedule of volunteers for the day of the event.

### **ARTICLE IX: FINANCE**

#### Section 1: Fiscal Year

The fiscal year of the ALSSIG shall be the same as that of APTA Alabama.

#### Section 2: Dues

There shall be no additional dues for members of the ALSSIG, but all members must stay current with APTA Alabama dues.

#### Section 3: Limitations of Expenditures

No ALSSIG officer, representative, 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 ALSSIG Executive Committee. The ALSSIG Executive Committee shall not commit the ALSSIG to any financial obligation in excess of its current fiscal resources.

### **ARTICLE X: ELECTIONS**

## Section 1. Nominations

ALSSIG members and faculty may nominate students for ALSSIG leadership positions. Students nominated will be sent a Consent to Serve Form by the ALSSIG Executive Committee.

## Section 2. Election Procedures

- A. A call for nominations will be placed by a date determined by the ALSSIG Executive Committee.
- B. Only those consenting to serve shall be slated.
- C. Each PT/PTA Program will be represented on the ALSSIG Executive Committee, if possible.
- D. Members of the ALSSIG shall receive a Slate of Candidates thirty (30) days prior to the election.
- E. Balloting will be via electronic ballot.
- F. A minimum of ten (10) percent of the ALSSIG membership shall return ballots in order for the election to be valid. In the event of a tie, a secondary run-off election shall be held by electronic balloting.

## Section 3: Results

- A. Results of the election shall be announced and posted to the APTA Alabama website upon completion of tallying votes and notification of candidates.
- B. Election results shall be disseminated within thirty (30) days of the election via e-mail.

## Section 4: Removal of Executive Committee Members and Committee Chairs/Members

- A. Executive Committee members and Committee Chairs/Members may be removed and relieved of their duties for any of the reasons below:
  - 1. Poor attendance to ALSSIG functions
  - 2. Inability to work as part of a collaborative team
  - 3. Inability to communicate effectively with team
  - 4. Inability to fulfill their responsibilities
  - 5. Behaving in a manner that is inappropriate or unprofessional while representing the ALSSIG
  - 6. Being in poor standing with their academic program, APTA Alabama or APTA
- B. In order to remove any member of the ALSSIG leadership the Executive Committee must convene and achieve a majority vote and have approval by the APTA Alabama Board liaison or President.
- C. The APTA Alabama Board Liaison or President may remove and relieve any ALSSIG leader of their duties without Executive Committee approval for any of the reasons below:
  - 1. Poor attendance to ALSSIG functions
  - 2. Inability to work as part of a collaborative team
  - 3. Inability to communicate effectively with team
  - 4. Inability to fulfill their responsibilities
  - 5. Behaving in a manner that is inappropriate and unprofessional while representing the ALSSIG
  - 6. Being in poor standing with their academic program, APTA Alabama or APTA

## ARTICLE XI. DISSOLUTION

- A. The ALSSIG may be dissolved upon:
  - 1. A recommendation to dissolve supported by no less than three-fourths of the members of the ALSSIG Executive Committee and adopted by two-thirds of the ALSSIG membership; or
  - 2. Two-thirds vote of the APTA Alabama Board of Directors, should the ALSSIG fail to meet the obligations identified by APTA Alabama or after a consecutive period of twelve (12) months in which no official activity has been demonstrated.
- B. Should the ALSSIG be dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the ALSSIG shall, after payment of its bona fide debts, be conveyed to APTA Alabama.

## ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ALSSIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, and special rules of order adopted by the ALSSIG.

#### **ARTICLE XIII. AMENDMENTS**

These Bylaws may be amended by an affirmative vote of two-thirds of the members present and voting at any meeting of the ALSSIG, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments have been sent to ALSSIG members. If the intent of an amendment is editorial or to bring the ALSSIG Bylaws into agreement with those of APTA Alabama, the amendment shall be made as required by the Secretary and approved by the ALSSIG Executive Committee. The Secretary shall notify the ALSSIG membership of such amendment.

#### **ARTICLE XIV. HIGHER AUTHORITY**

In addition to these Bylaws, the ALSSIG is governed by APTA and APTA Alabama Bylaws, Standing Rules, and Policies.

REV: 12/10/24