

BYLAWS OF THE CLINICAL EDUCATION SPECIAL INTEREST GROUP OF THE ALABAMA PHYSICAL THERAPY ASSOCIATION

ARTICLE I. NAME

The Clinical Education Special Interest Group of the Alabama Physical Therapy Association, hereinafter referred to as the Alabama Clinical Education Consortium (ACE Consortium), shall be a special interest group of the Alabama Physical Therapy Association.

ARTICLE II. MISSION

The mission of the ACE Consortium is to elevate physical therapy clinical education by cultivating collaborative partnerships, fostering excellence in clinical instruction, and developing highly competent and diverse physical therapy professionals to meet evolving healthcare needs.

ARTICLE III. PURPOSE / OBJECTIVES

The ACE Consortium is rooted in seven pillars aimed at fulfilling its mission. These include: Collaboration, Advocacy, Education, Innovation, Scholarship, Professional/Leadership Development, and Inclusion.

The purpose/objectives of the ACE Consortium shall be to:

- A. Foster collaboration and strengthen partnerships among academic institutions, clinical education sites, and other stakeholders in physical therapy education.
- B. Promote excellence and innovation in physical therapy clinical education through the sharing of resources, best practices, and research.
- C. Coordinate and streamline clinical education efforts across member academic programs to enhance the quality and consistency of student learning experiences.
- D. Serve as a collective voice for addressing challenges and advocating for improvements in clinical education within the region.
- E. Facilitate professional development opportunities for clinical instructors, academic faculty, and other clinical education professionals.
- F. Advance clinical education scholarship and dissemination to improve evidence-based practices in physical therapy education.
- G. Optimize the use of available clinical sites and ensure equitable distribution of learning opportunities for students across member programs.
- H. Foster an inclusive environment that values diversity and promotes equitable access to clinical education opportunities for all students and educators.
- I. Collaborate with other professional organizations and consortia to advance physical therapy clinical education on a broader scale.

ARTICLE IV. MEMBERSHIP

Section 1:

The ACE Consortium is an inclusive organization dedicated to individuals who are passionate about clinical education and includes Directors of Clinical Education (DCE), Academic Coordinators of Clinical Education (ACCE), Site Coordinators of Clinical Education (SCCE), Clinical Instructors (CI), Advanced Proficiency Pathway Candidates and their Clinical Mentors, Physical Therapist Residents, Student Physical Therapists (SPT), and Student Physical Therapist Assistants (SPTA), and the Ad-Hoc APTA Alabama Chapter Council Representative.

Section 2: Function, Rights, and Privileges of the ACE Consortium

- A. The function of the ACE Consortium is to collaborate on topics and issues impacting all roles and responsibilities associated with clinical education.
- B. For all voting opportunities within the ACE Consortium, each member has the right to cast one (1) vote.
- C. In order to hold office within the ACE Consortium, members must also be a current member of APTA Alabama.

ARTICLE V. OBLIGATIONS

The ACE Consortium shall:

- A. Operate under rules of order that shall be consistent with APTA Alabama or APTA Bylaws and that shall be approved by the APTA Alabama Board of Directors (BOD).
- B. Maintain complete and accurate financial records which shall be audited annually.
- C. Submit annual reports of its activities and other such reports as may be requested by the APTA Alabama BOD.
- D. Hold meetings in conformity with APTA Alabama policy.
- E. Not profess or imply that it speaks for or represents APTA Alabama or its members, except those currently holding membership within the Alabama Clinical Education Consortium, unless authorized to do so in writing by the APTA Alabama Board of Directors.
- F. Plan, organize, and execute activities related to clinical education.
- G. Initiate the call for nominations and awarding of ACE Consortium awards.
- H. Support clinical educators to attend national clinical education conferences, when able.
- I. Notify members of in-state APTA Credential Clinical Instructor Program offerings.

ARTICLE VI. MEETINGS

Section 1: Membership Meetings

- A. The ACE Consortium shall hold a meeting of the membership at least once per year at the APTA Alabama Annual Conference. Notice will be provided to all members at least thirty (30) days prior to the meeting. Attendance is open to ACE Consortium members and invited guests.
- B. The ACE Consortium Executive Committee may elect to hold a meeting via electronic means or in-person.
- C. Meetings may be held at any time desired by the ACE Consortium membership, but not during regular APTA Alabama business meetings.
- D. A quorum shall consist of at least ten (10) voting members, including a minimum of three (3) officers of the Executive Committee.

Section 2: Special Meetings

- A. The Executive Committee, or any ten (10) ACE Consortium Members, may call a special meeting provided that fifteen (15) days' notice is given to all members.
- B. A special meeting of the Executive Committee will require a notice of twenty-four (24) hours and may occur face-to-face or electronically.
- C. Attendance is limited to ACE Consortium members and invited guests approved by ACE Consortium officers.
- D. A quorum shall consist of at least ten (10) voting members of the ACE Consortium membership, including a minimum of three (3) officers of the Executive Committee.
- E. The ACE Consortium officers may hold a special meeting via electronic means to facilitate the work of the officers.

Section 3: Minutes

Minutes shall be taken at all meetings of the ACE Consortium. The original of such minutes shall be stored and copies 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 ACE Consortium Chair, with the approval of the ACE Consortium Executive Committee as deemed necessary to carry out the work of the ACE Consortium.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of all elected officers of the ACE Consortium. The ACE Consortium membership shall elect a, Chair, Vice Chair, Secretary, Treasurer, and Member-at-Large. At least one of the Executive Committee members will be held by a Clinical Instructor or Site Coordinator of Clinical Education.

Section 2: Qualifications

ACE Consortium members who are physical therapists or physical therapist assistants in good standing 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: Officers

A. The Chair shall:

1. Prepare agendas for and preside over all ACE Consortium meetings.
2. Report to the ACE Consortium membership.
3. Appoint committees as needed.
4. Manage the ACE Consortium and ensure that efforts are congruent with APTA Alabama goals, policies, and procedures.
5. Act as liaison and spokesperson between the ACE Consortium and APTA Alabama and the American Council of Academic Physical Therapy (ACAPT), academic institutions, and other public entities.
6. Report to the APTA Alabama Board of Directors, as requested.

B. The Vice Chair shall:

1. Oversee and manage professional development and scholarship opportunities for clinical instructors, academic faculty, and other clinical education professionals.
2. Assume the duties of the Chair in the Chair's absence or temporary inability to act.
3. Carry out other such duties as directed by the Chair.

C. The Secretary shall:

1. Record and maintain meeting minutes, attendance, archives, and correspondence of the ACE Consortium, Executive Committee and membership.
2. Notify ACE Consortium members, via the APTA Alabama Executive Director, of the date, time, and place of ACE Consortium meetings.
3. Oversee ACE Consortium social media presence.
4. Carry out other such duties as directed by the Chair.

D. Treasurer shall:

1. Assume responsibility for the receipt, disbursement and accurate recording of all ACE Consortium funds, in conjunction with the APTA Alabama Executive Director and Treasurer.
2. Present a report of the financial status of the ACE Consortium at all meetings.
3. Ensure fiscal responsibility of the consortium and maintain budgetary compliance. This includes maintaining expenditures within budgetary allocations as provided by APTA Alabama Chapter, revenues from clinical conferences, or other revenue sources.
4. Carry out other such duties as directed by the Chair.

E. Member-at-Large:

1. Recruit ACE Consortium members to serve on APTA Alabama taskforces and committees, where needed.
2. Carry out other such duties as directed by the Chair.

Section 4: Terms and Vacancies

- A. The term of office for officers shall be two (2) years. An officer may only be re-elected for one successive term to the same office.
- B. The Chair and Secretary will be elected in odd years and the Vice Chair, Treasurer, and Member-at-Large will be elected in even years.
- C. Officers shall assume office on January 1 following their election.
- D. No officer shall serve more than two (2) complete consecutive terms in the same office, but may serve additional non-consecutive terms in the same office or additional consecutive terms in a different office.
- E. Vacancies
 1. The Vice Chair shall assume the duties of the Chair if a vacancy occurs. 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.
 2. Vacancies in any other office shall be filled by an ACE Consortium Executive Committee appointment for the unexpired portion of the term.

Section 5: Duties of the Executive Committee

The Executive Committee shall:

- A. Attend scheduled and special meetings of the Executive Committee and ACE Consortium membership.
- B. Carry out the mandates and policies of the ACE Consortium as determined by the membership.
- C. Direct all business and financial affairs for and on behalf of the ACE Consortium.
- D. Foster growth and development of the ACE Consortium and membership in APTA Alabama/APTA.
- E. Direct and determine the priority of all activities and expenditures in fulfillment of the ACE Consortium Purpose and Objectives.
- F. Create and appoint task forces or committees needed to carry out the functions of the ACE Consortium.
- G. Review and revise ACE Consortium policies, as needed.
- H. Act on behalf of the ACE Consortium membership between meetings.

Section 6: Conduct of Business

- A. The ACE Consortium Executive Committee shall hold at least two (2) regularly scheduled meetings during each calendar year.
- B. A quorum, shall consist of at least three (3) members of the ACE Consortium Executive Committee.
- C. The ACE Consortium Chair may call a special meeting of the Alabama Clinical Education Consortium Executive Committee and shall call a special meeting on the written request of two (2) Alabama Clinical Education Consortium Executive Committee members.
- D. Special Meetings of the ACE Consortium Executive Committee may be conducted via electronic means.
- E. A minimum of thirty (30) days written notice shall be given prior to each meeting.
- F. When a decision is needed between meetings of the ACE Consortium Executive Committee, voting may be conducted via electronic means.

ARTICLE VIII. ELECTION

Section 1: Election Procedures

- A. A call for nominations will be placed in conjunction with the call for nominations from the APTA Alabama.
- B. Only those consenting to serve shall be slated.
- C. Members of ACE Consortium shall receive a Slate of Candidates at least thirty (30) days prior to the election, which will occur when the Chapter elections take place.
- D. Balloting will be via electronic ballot.
- E. A minimum of ten (10) percent of the ACE Consortium 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 2: Election 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.

ARTICLE IX. FINANCE

Section 1: Fiscal Year

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

Section 2: Limitations of Expenditures

No ACE Consortium 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 ACE Consortium Executive Committee. The ACE Consortium Executive Committee shall not commit the ACE Consortium to any financial obligation in excess of its current fiscal resources.

Section 3: Dues

- A. Members of APTA Alabama: No Additional Dues

- B. Non-Members of APTA Alabama: \$50 Annual Membership Dues

ARTICLE X. DISSOLUTION

- A. The ACE Consortium may be dissolved upon:
1. A recommendation to dissolve supported by no less than three-fourths of the members of the ACE Consortium Executive Committee and adopted by two-thirds of the ACE Consortium membership; or
 2. Two-thirds vote of the APTA Alabama Board of Directors, should the ACE Consortium 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 ACE Consortium be dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the ACE Consortium shall, after payment of its bona fide debts, be conveyed to APTA Alabama.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ACE Consortium 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 ACE Consortium.

ARTICLE XII. AMENDMENTS

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

ARTICLE XIII. HIGHER AUTHORITY

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

Established – April 2025