

**Student Special Interest Group  
New York Physical Therapy Association  
BYLAWS**

**ARTICLE I NAME AND RELATIONSHIP TO THE NEW YORK PHYSICAL THERAPY ASSOCIATION**

Section 1

The New York Student Special Interest Group, hereinafter referred to as the SSIG, shall be a special interest group of the New York Physical Therapy Association of the American Physical Therapy Association hereinafter referred to as the Chapter and the Association respectively.

Section 2

The geographical jurisdiction of the SSIG shall coincide with that of the Chapter.

**ARTICLE II PURPOSE**

The purpose of the SSIG shall be to provide a means by which Student Physical Therapist and Student Physical Therapist Assistant members having a common interest, may meet, confer, and promote the interest of its membership category, the Chapter and the Association.

**ARTICLE III FUNCTION**

The functions of the SSIG shall be to:

- Provide for the exchange of information between SSIG members concerning issues confronting the profession of physical therapy;
- Identify and respond to areas of concern related to SSIG members;
- Promote the role of physical therapist and physical therapist assistant students;
- Promote membership in and understanding of the Association, Chapter, and SSIG among students enrolled in Physical Therapist and Physical Therapist Assistant students within the Chapter;
- Represent the interests of SSIG members before the official decision-making bodies of the Chapter, Association and other components;
- Assist the Chapter and the Association in furthering the profession of Physical Therapy in the State of New York;
- Support the provisions of Association and Chapter bylaws, policies and other enactments.

**ARTICLE IV MEMBERSHIP**

Section 1 Qualifications

Membership in the SSIG shall be open to all Student Physical Therapist and Student Physical Therapist Assistant members in good standing of the Association enrolled in a Physical Therapist or Physical Therapist Assistant education program in the state of New York.

Section 2 Admission to Membership

All Student Physical Therapist and Student Physical Therapist Assistant members in good standing of the Association enrolled in a Physical Therapist or Physical Therapist Assistant education program in the state of New York are granted membership in the New York Student Special Interest Group (NY SSIG).

Section 3 Rights of Members

All Student Physical Therapist and Student Physical Therapist Assistant Association members have the right to attend meetings, speak, and make motions; only members of the SSIG have the right to hold office and vote.

Section 4 Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

#### Section 5 Disciplinary Actions

- A. Any member of the SSIG who is suspended by the Association shall have his or her membership privileges suspended in the SSIG. Any member of the SSIG who is expelled from membership in the Association shall be expelled from SSIG membership.
- B. At such time as dues may be established, any member of the SSIG who fails to make timely payment of the required SSIG dues shall be expelled from SSIG membership.

#### Section 6 Reinstatement

Any former member of the SSIG who is in good standing in the Association and who meets the qualifications for membership in the SSIG may be reinstated to membership.

### **ARTICLE V OBLIGATIONS AND TRUSTEESHIP**

#### Section 1 Obligations

The SSIG shall:

- Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors;
- Not levy special assessments that carry punitive action or loss of good standing and the SSIG must notify and receive approval of the Chapter Board of Directors prior to any special assessments levied by the SSIG;
- Maintain complete and accurate financial records which shall be audited annually;
- Submit to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors;
- Hold meetings in conformity with Chapter policy;
- Be self-supporting;
- Issue a statement that members of the SSIG are not required to belong to any Association Special Interest group with similar interest.

#### Section 2 Trusteeship

The Chapter Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of the SSIG if it fails to comply with its obligations. Such action shall be subject to ratification by the Delegate Assembly at its next meeting.

### **ARTICLE VI MEETINGS**

#### Section 1 Regular Meetings

The SSIG shall meet at least once per year. The Annual Meeting shall be held during the Chapter's Annual Conference. Meetings may be held inside the boundaries of the Chapter, or outside the boundaries of the Chapter if held in conjunction with an Association meeting.

#### Section 2 Special Meetings

The Chairman has the authority to call special meetings and must call one upon the request in writing of 20 members.

#### Section 3 Notification

Notification of all meetings shall be given at least 30 days prior to the date of the meeting. Notification may be by mail, email, or on the student web page.

#### Section 3 Quorum

The quorum for meetings shall be 15 members.

#### Section 4 Minutes

Minutes shall be taken at all business meetings of the SSIG. The original of such minutes shall be retained in the SSIG permanent file and copies shall be sent to the Chapter office and Advisor within 30 days.

## Section 5 Committees

Such committees, standing or special, may be appointed by the Chairman, with the approval of the Executive Board as deemed necessary to carry on the work of the SSIG.

## ARTICLE VII OFFICERS AND EXECUTIVE BOARD

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

#### A. Composition

The officers of the SSIG shall be the Chairman, Vice Chairman, Secretary, Treasurer and Director.

#### B. Term of Office

Each officer shall serve a term of one year or until the election and assumption to office of their successors. Officers shall be elected at the Annual meeting and shall assume office at the close of the meeting at which elected. No officer may serve more than two consecutive terms.

#### C. Duties

In addition to the rights and duties provided for in these bylaws, or as custom or parliamentary usage may require, the Officers shall have the rights and duties respectively assigned to them as follows:

##### 1. Chairman

The Chairman shall be responsible for preparing the agenda for meetings, preside at the meetings of the SSIG and all meetings of the Executive Board, report to the SSIG meetings and Executive Board meetings as requested and shall prepare the annual report and any other reports as requested by the Chapter. The Chairman or the Chairman's designee shall serve as the official spokesperson for the SSIG.

##### 2. Vice Chairman

The Vice Chairman shall serve as ex-officio member without vote of all committees, shall assist the Chairman in the conduct of all SSIG activities in accordance with assignments made by the Chairman, and shall report to the Executive Board and Chairman as requested. The Vice Chairman shall assume the duties of the Chairman in the absence or incapacitation of the chairman.

##### 3. Secretary

The secretary shall be responsible for keeping and distributing the minutes of the SSIG and Executive Board meetings. All minutes shall be sent to the Chapter office within 30 days of the meeting. The Secretary shall be responsible for reporting to the Executive Board and Chairman as requested and to the Chapter as required. The Secretary shall maintain the SSIG archives of official records, documents, and correspondence; and for preparing a summary of the proceedings of the SSIG meetings for distribution on the Student Page of the Chapter website and/or Chapter newsletter.

##### 4. Treasurer

The Treasurer shall be responsible for coordinating SSIG financial matters with the Chapter. The Treasurer shall develop and propose the SSIG's annual budget, disperse funds only upon order of the Executive Board of the SSIG, with review of the Chapter Treasurer; and be responsible for reporting on financial status of the SSIG as requested by the Executive Board, Chairman or Chapter. The treasurer shall be the contact person for financial matters relating to any fundraisers the SSIG participates in.

##### 5. Director

The Director shall maintain the SSIG's membership records and notify SSIG members of the date, time, and place of meetings. The Director shall also be responsible for submitting a report on the SSIG membership for the annual meeting, for submitting regular additions to the Student Page of the Chapter website, sending out emails to SSIG members, organizing recruitment efforts and reporting to the District Delegates, Executive Board, and Chairman as requested.

### Section 2 Qualifications

#### A. For the Office of Chair and Vice-Chair

Student Physical Therapist members of the SSIG who have been Association members in good standing for a period of at least six months immediately preceding the date of taking office and who have agreed to fulfill the duties of the office for which they have been nominated shall be eligible to serve.

#### B. For the remaining officers and District Delegates

Student Physical Therapist and Student Physical Therapist Assistant members of the SSIG who have been Association members in good standing for a period of at least six months immediately preceding the date of

taking office and who have agreed to fulfill the duties of the office for which they have been nominated shall be eligible to serve.

### Section 3 Vacancies

In the event the Chairman is unable to serve, the Vice Chairman shall assume the position of Chairman. All other vacancies of elected officers shall be filled by appointment by the Chairman upon the approval of the other officers.

### Section 4 Executive Board

#### A. Composition

The Executive Board shall include the Officers, District Delegates, and Advisor.

1. Officers shall be as specified previously in these bylaws.
2. Advisor

An advisor shall be a physical therapist, appointed by the Chapter Board of Directors to serve as liaison between the SSIG and the Chapter Board of Directors for a term as defined by the Chapter Board of Directors. The advisor shall serve as a non-voting member of the Executive Board and shall serve as an advisor to the Chairman and Executive Board. The Advisor shall be responsible for coordinating the elections procedures at the annual meeting.

3. District Delegates

One district delegate shall be elected/selected annually from each district in accordance with procedures established by the Officers and advisor. District Delegates shall serve a term of one year or until the election/selection and assumption to office of their successors. A District Delegate may serve no more than two consecutive terms. In addition to the rights and duties provided for in these bylaws, or as custom or parliamentary usage may require, the District Delegates shall have the rights and duties respectively assigned to them as follows: to serve as a liaison between each district, the Executive Board, the Chapter, and the APTA; to contact students in physical therapy and physical therapist assistant programs in their district to recruit membership in the SSIG, Chapter, and APTA; to act as a contact for SSIG members in their district; report issues or concerns from their district to the Executive Board; and to report to the Director, Executive Board, and Chair as requested.

#### B. Responsibilities and Authorities

The Executive Board shall have the authority to carry out the mandates and policies of the SSIG; shall have full power and complete authority, subject to the provisions of these bylaws and all resolutions and enactments of the SSIG, to perform all acts, and transact all business for and on behalf of the SSIG between its meetings, including the authority to create standing and special committees as may be necessary and set policies, rules and procedures which are not in conflict with these bylaws. The membership may overturn these policies, rules or procedures by a 2/3 vote at any meeting.

#### C. Meetings

1. Regular – The Executive Board shall meet at least once per year.
2. Special – The Chairman may call a special meeting of the Executive Board and shall call a special meeting on the written request of two Executive Board members.
3. Business may be conducted via electronic means between meetings, providing all members have the opportunity to participate.

#### D. Quorum

A majority of the Executive Board will constitute a quorum.

#### E. Voting

Each member of the Executive Board, except the Advisor, shall have one vote. Voting may occur via electronic means when a vote is required between meetings.

#### F. Reporting.

The Executive Board shall report a summary of activities and finances in writing at least annually to the SSIG, annually to the Chapter Delegate Assembly, and to the Chapter as requested.

## ARTICLE VIII ELECTIONS

### Section 1 Nominations

- A. The Executive Board shall present a slate of qualified candidates at the annual meeting of the SSIG.
- B. Nominations from the floor shall be accepted for qualified candidates

### Section 2 Conduct of Election

- A. Elections shall be coordinated by the Advisor and shall be conducted by at least two members of the Executive Board who are not candidates for election.
- B. Elections shall be by ballot unless there is but one nominee, when a voice vote may be called.

Section 3 Voting

- A. Election shall be by plurality vote.
- B. In the event of a tie, election shall be determined by reballoting considering only those candidates who have tied votes.

Section 4 Results

- A. Results of the elections shall be announced and posted upon completion of tallying votes.
- B. Election results shall be disseminated within 30 days of the election via email and posting on the student web page.

**ARTICLE IX FINANCES**

Section 1 Fiscal Year

The fiscal year of the SSIG shall be that of the Chapter.

Section 2 Budget

An annual budget shall be developed by the SSIG treasurer, approved by the Executive Board, and made available for the information of the membership.

Section 3 Financial Management

The financial management of the SSIG shall be consistent with the Chapter policy.

Section 4 Dues

The annual membership shall be free for all members, unless the SSIG is unable to maintain finances sufficient to be self-supporting or the SSIG chooses to amend these bylaws to establish dues. If in the estimate of the Chapter Finance Committee, the SSIG is not self-supporting, the Chapter Finance Committee after consultation with the SSIG Chairman, may make recommendation to the Chapter Board and dues may be set by the Chapter Board of Directors.

Section 5 Fundraising

The SSIG shall complete at least one fundraiser annually. All fundraisers must be in compliance with NYS law and Chapter policy. Proceeds from fundraising will be used for SSIG expenses throughout the year.

Section 6 Limitations on Expenditures

No officer, employee, or committee 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 SSIG Executive Board. The Executive Board shall not commit the SSIG to any financial obligation in excess of its current financial resources.

Section 7 The SSIG shall submit financial statements and reports to the Chapter as directed by the Chapter.

**ARTICLE X LIMITATIONS**

The SSIG is subject to the following limitations:

- Bylaws and policies of the Association and the Chapter
- No member of the SSIG shall profess or imply that he / she speaks for or represents the Chapter or members other than those currently holding membership in the SSIG unless authorized by the Chapter's Board of Directors.
- No member of the SSIG shall profess or imply that he/she speaks for or represents the SSIG unless authorized by the SSIG's Executive Board.

**ARTICLE XI ACCOUNTABILITY AND DISSOLUTION**

Section 1 Accountability

The SSIG is Accountable to the Chapter Board of Directors

## Section 2 Dissolution

### A. By the Delegate Assembly

The Delegate Assembly may, by a two-thirds vote, dissolve the SSIG if the SSIG fails to satisfy its obligations as set forth in the Chapter bylaws or has failed to observe the limitations upon its activities herein set forth.

The Delegate Assembly shall have the power to act only upon the recommendation of a majority of the Chapter Board of Directors after the SSIG has been given timely notice of charges against it and the opportunity to be heard in its own defense.

### B. By the Board of Directors

The SSIG may be dissolved by a two-thirds vote of the Chapter Board of Directors if its membership remains less than fifteen during any consecutive twelve-month period.

### C. By the SSIG

The SSIG may petition the Chapter Board of Directors to dissolve on an affirmative 2/3 vote of those present and eligible to vote as long as the motion to petition was made available to student members via mail, email, or student web page at least 30 days prior to the vote.

## Section 3 Property and Records

In the event the SSIG is dissolved, all property and records of whatever nature in the possession of the SSIG shall, after payment of its bona fide debts, be conveyed to the Chapter.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XIII AMENDMENTS**

- A. These bylaws may be amended in whole or part by a 2/3 vote of the members of the SSIG present and voting provided that at least 30 days prior to the meeting, a copy of the proposed amendments has been made available to student members via mail, email, or student website.
- B. If the intent of an amendment is editorial or to bring the SSIG bylaws into agreement with the bylaws or policies of the Association or Chapter, the amendment shall be made as required by the Chapter Judicial Committee and approved by the Chapter Board of Directors with notification to the SSIG Executive Board.
- C. Amendments to the SSIG bylaws become effective upon approval in writing by the Chapter Board of Directors.

## **ARTICLE XIV ASSOCIATION AS HIGHER AUTHORITY**

In addition to these bylaws, the SSIG is governed by the Association's bylaws and standing rules, and by the Association's House of Delegates and Board of Directors policies, as well as the Chapter bylaws and policies.

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Amended 1/07