

**VIRGINIA STUDENT SPECIAL INTEREST GROUP  
THE VIRGINIA CHAPTER  
AMERICAN PHYSICAL THERAPY ASSOCIATION**

**BYLAWS**

**January 22, 2002**

**ARTICLE I. NAME AND TERRITORIAL JURISDICTION**

**Section 1.**

The name of this organization shall be the Student Special Interest Group of the Virginia Chapter of the American Physical Therapy Association. The bodies will hereinafter be referred to as the SSIG, Chapter, and Association respectively.

**Section 2.**

The territorial jurisdiction of SSIG shall be the same as the Chapter.

**ARTICLE II. PURPOSE**

The purpose of the SSIG is to provide a means by which Student and Student Affiliate members, hereinafter referred to as students, having a common interest, may meet, confer, and promote the interests of its membership classes, the Chapter and the Association. The SSIG supports the provisions of the Association and Chapter Bylaws, policies, and other enactments.

**ARTICLE III. FUNCTION**

The function of the SSIG shall be to:

- A. Provide for the exchange of information to and among SSIG members concerning issues confronting the profession of physical therapy.
- B. Identify and respond to areas of concern relating to students of the Chapter.
- C. Promote the role of students in the Chapter, Association, and profession.
- D. Promote membership in and understanding of the Association, Chapter, and SSIG, among students enrolled in Physical Therapist and Physical Therapist Assistant education programs within the Chapter.
- E. Represent the interests of SSIG members before the official decision making bodies of the Chapter, Association and other components.
- F. Assist the Chapter and Association in furthering the profession of Physical Therapy in the state of Virginia.
- G. Promote and foster communication between PT and PTA students.

**ARTICLE IV. MEMBERSHIP**

**Section 1. Qualification**

Membership in the SSIG shall be open to physical therapy and physical therapy assistant students in good standing within the Chapter.

## **Section 2. Classes**

(a) student members (b) student affiliate members.

## **Section 3. Rights of Members**

All members of the SSIG shall have the right to attend all meetings speak, debate, make and second motions, vote and, except as otherwise provided in these Bylaws, hold office.

## **Section 4. Application for and Admission to Membership**

All student members of the Chapter shall be provided membership in the SSIG.

## **Section 5. Good Standing**

An individual member is in good standing within the meaning of these Bylaws if the member is good standing in the Chapter.

# **ARTICLE V. EXECUTIVE COMMITTEE**

## **Section 1. Constituency**

The Executive Committee shall consist of the following five members elected by the membership: Chair, Vice Chair, Secretary, Treasurer, and Director. Chapter Board of Director and Students Relations Chair shall serve as a Board *ex officio* member.

## **Section 2. Qualifications**

Student members who are in good standing of the SSIG and agree to fulfill the duties of office for which they have been nominated, shall be eligible to hold office.

## **Section 3. Term**

Each officer shall be elected annually for a one-year term. The term for which the officer was elected will commence immediately after the meeting in which they were elected. No member shall serve more than two complete consecutive terms in the same office. A complete term for an Executive Committee member shall be defined as one year. In the event the Chair is unable to serve, the Vice-Chair shall assume the position of Chair. All other vacancies of elected officers shall be filled by appointment by the Chair with approval of the Executive Committee.

## **Section 4. Responsibilities and Authorities**

### **A. Executive Committee**

The Executive Committee shall have the authority to carry out the activities of the SSIG between its meetings. The Executive Committee shall have the authority to make policy and procedure rules which are not in conflict with the Association Bylaws; Chapter Bylaws, Policy and Procedures; or these Bylaws. The membership may overturn any such rule by a 2/3 vote at any meeting.

### **B. Chair**

The Chair shall be responsible for preparing the agenda for all meetings of the Executive Committee and SSIG; reporting to the Chapter Board of Directors on SSIG activities; attending all Chapter Board of Director meetings or appointing a designee to attend the meetings; writing SSIG and student related articles for the *Virginian* in conjunction with the Secretary and Director; and serving as the official spokesperson of the SSIG or appointing an official spokesperson. The Chair will be responsible for chairing Executive Committee meetings and meetings of the SSIG membership at the Chapter

annual conference. The Chair is responsible for the SSIG's annual report.

**C. Vice-Chair**

The Vice-Chair shall assume the duties of the Chair in his/her absence; shall assist the Chair in preparing meeting agendas and in conducting all SSIG activities in accordance with assignments made by the Chair or voted on by Executive Committee; and shall be responsible for the content and updating of the VPTA student webpage. The Vice-Chair shall report to the Executive Committee and the Chair as requested.

**D. Secretary**

The Secretary shall record the minutes of all Executive Committee and SSIG meetings; shall notify SSIG members of the date, time and place of SSIG meetings; and shall write SSIG/student related articles for the *Virginian* in conjunction with the Director. The Secretary shall be responsible for maintaining the SSIG's archives and correspondence and for making the SSIG minutes and Bylaws available to the membership. The Secretary shall also be responsible for reporting to the Executive Committee and the Chair as requested.

**E. Treasurer**

The Treasurer shall be responsible for receiving and dispersing any monies raised through fundraising efforts or other means; for establishing and maintaining the SSIG bank account as needed; for developing an annual budget; for developing and maintaining a format for budget requests and reports; for obtaining written financial requests from the officers; and for reporting on the financial status of the SSIG to the Chapter Board Liaison. The Treasurer shall also be responsible for reporting on the financial status of the SSIG to the membership, the Executive Committee and the Chair as requested.

**F. Director**

The Director shall coordinate the student and faculty liaison programs with the Executive Committee; shall maintain a current list of student and faculty liaison names, addresses, schools, e-mail addresses and phone numbers; shall be in contact with the Student Assembly regarding the adjunctive national, state and district programs and activities; shall be responsible for overseeing and delegating promotion and retention activities to other Executive Committee members; and shall write SSIG/student related articles for the *Virginian* in conjunction with the Secretary and the Chair. The Director shall also be responsible for reporting to the Executive Committee and Chair as requested.

**G. Student Relations Chair**

Student Relations Chair shall be the liaison between the Chapter Board of Directors and the SSIG Executive Committee; shall be responsible for attending and supporting SSIG activities and meetings; and shall advise the SSIG.

**Section 5. Conduct of Business**

A majority of Executive Committee members (i.e.. 3) will be required to be present in order to transact business at its meetings. The chair may call a special meeting of the Executive Committee members and shall call a special meeting on the written request of at least two Executive Committee members. The Chair only votes on motions in the case of a tie. The Executive Committee shall provide a written report, annually, that addresses the SSIGs activities and financial report for the year.

**ARTICLE VI. REPRESENTATIVE**

**Section 1.**

The Chair will represent the SSIG to the Chapter Board of Directors by communicating frequently with the Chapter Student Relations Chair during the year in office. The alternate representative will be the Vice Chair. The second alternate representative will be the Secretary.

**ARTICLE VII. MEETINGS**

### **Section 1. Regular Business Meetings**

The SSIG shall hold at least one business meeting annually in conjunction with the Chapter Annual meeting and Student Conclave.

### **Section 2. Privileges**

All meetings shall be open to all Chapter Members but only SSIG members shall have the right to make motions or vote.

### **Section 3. Notification of Meetings**

All meetings shall be announced to all Chapter members by appropriate mechanisms, such as conference brochures, e-mail, and/or the *Virginian*.

### **Section 4. Quorum**

The quorum for voting on motions and resolutions shall be enough members in good standing equal to one more than twice the number of members in the Executive Committee (i.e.. 11 members). Voting may occur by voice, show of hands, standing, roll call, or use of electronic equipment.

### **Section 5. Minutes**

Minutes shall be taken at all business meetings of the SSIG and the Executive Committee meetings. Copies of those minutes shall be sent to Chapter Executive Office and Chapter Board of Directors.

## **ARTICLE VIII. DUES AND FINANCE**

### **Section 1. Dues**

Membership shall be free for all student members in good standing.

### **Section 2. Annual Budget**

An annual budget shall be developed and approved as needed by the Executive Committee and made available for review by the membership.

### **Section 3. Fiscal Year**

The fiscal year of the SSIG shall be the same as the Chapter Fiscal Year.

### **Section 4. Annual Report**

An annual financial report for the preceding year shall be prepared by the Treasurer and included in the annual report. If the Treasurer is unable to perform this duty, the Chair or an appointed Executive Committee member is responsible for carrying out the task. The annual financial report is to be submitted to the Chapter if request by the Chapter on or before a date specified by the Chapter with the annual report.

## **ARTICLE IX. COMMITTEES**

### **Section 1. Executive Committee**

See above ARTICLE V.

## **Section 2. Nominating Committee**

The Nominating Committee shall consist of three (3) members of the SSIG who have been in good standing and agreed to fulfill the duties of office for which they have been nominated. The chair with the approval of the Executive Committee shall appoint the nominating committee, one chair and two members. The Nominating Committee shall foster activities that maintain and promote a pool of nominees, identify a slate of officers and conduct the election.

## **Section 3. Finance Committee**

The Finance Committee shall consist of the Treasurer and at least one other member appointed by the Chair with the approval of the Executive Committee.

## **Section 4. Other Committees**

Other committees may be formed by the Chair with the approval of the Executive Committee to assist in the operation of the SSIG.

# **ARTICLE X. PARLIAMENTARY AUTHORITY**

## **Section 1. Parliamentary Authority**

The most current edition of *Robert's Rules of Order* shall be the Authority for any procedure in the SSIG unless otherwise denoted by a vote of the Executive Committee.

# **ARTICLE XI. ELECTIONS**

## **Section 1. Slate**

The Nominating Committee shall present a slate of candidates to fill vacancies of the Executive Committee at the annual meeting.

## **Section 2. Nominations from the Floor**

Nominations from the floor shall be acceptable. Nominees from the floor must be present to accept the nomination and sign a consent-to-serve form.

## **Section 3. Elections**

The nominating committee at the fall annual meeting shall conduct elections. Executive Committee members shall be elected by majority vote from the voting assembly. The voting assembly shall consist of the membership present. The quorum for the voting assembly shall be the same as that for regular business meetings of the SSIG membership. During the election voting members shall sit in a designated area and report their name and school to the Secretary. If a majority vote is not obtained, a second vote of the voting assembly will be taken after removing from the ballot the nominee(s) receiving the lowest number of votes. If a majority vote is still not obtained, then three members or the executive committee, which are present at the meeting, will be randomly chosen to take part in the voting assembly. Balloting will continue until a majority vote has been reached for all elected positions. The Chair, Vice-Chair, Secretary, Treasurer, Director, and Nominating Committee Members will be elected annually. Elections will be held at the annual Student Conclave meeting of the SSIG and results shall be disseminated to the membership. No more than 2 of the 5 officers can be from any one institution with exception made for 2001-2002 term. If the election results in an Executive Committee consisting of solely PT or PTA students, there will be a liaison appointed by the Executive Committee from group that is not represented on the Committee. This individual will act as a voting member of the Executive Committee.

## **ARTICLE XII. VACANCIES**

### **Section 1. Elected Officers**

In the event the Chair is unable to serve, the Vice Chair shall assume the position of Chair until the next election. All other vacancies of elected officers shall be filled by appointment by the Chair with the approval of the Executive Committee and shall hold office until the next election.

### **Section 2. Appointed**

Committee chair with the approval of the Executive Committee shall fill vacancies occurring on Committees.

## **ARTICLE XIII. AMENDMENTS**

### **Section 1. Approval**

These Bylaws and any subsequent amendments or revisions shall not be valid until approved by the Chapter Board of Directors.

### **Section 2. Subsequent Amendment**

These Bylaws may be amended in whole or in part by a 2/3 vote of the members of the SSIG present and voting at a SSIG membership meeting.

### **Section 3. Chapter or Association Compliance**

The Executive Committee, without the vote from the membership can amend SSIG Bylaws to bring them into compliance with Chapter or Association Bylaws and policies.

## **ARTICLE XIV. DISSOLUTION**

### **Section 1. Dissolution**

The SSIG may petition the Chapter Board to dissolve the SSIG on an affirmative 2/3 vote of those present and eligible to vote as long as the motion to petition was made and published thirty days prior to the vote.

### **Section 2. Records and Funds**

If formally dissolved, the records and funds shall become the property of the Chapter.

## **ARTICLE XV. CHAPTER AS HIGHER AUTHORITY**

In addition to these Bylaws, the SSIG is governed by the Chapter Bylaws and Standing Rules, and by the Chapter policies.