

Rules and Regulations for Governance of the Early Professional Special Interest Group of the Nebraska Chapter of the American Physical Therapy Association

ARTICLE I. NAME

The Early Professional Special Interest Group, hereinafter referred to as the EPSIG, shall be a special interest group of the Nebraska Chapter of the American Physical Therapy Association, hereinafter referred to as the NE Chapter of the American Physical Therapy Association hereinafter referred to as the APTA.

ARTICLE II. PURPOSE

The purpose of the EPSIG is to enrich early experiences of the new professional by providing mentorship, leadership development, and networking.

ARTICLE III. OBJECTIVES

The objectives of the EPSIG shall be to:

- A. Promote membership, active participation and leadership of early professionals within APTA and the NE Chapter of the APTA.
- B. Exchange information, identify and respond to issues concerning physical therapist and physical therapist assistant early professionals.
- C. Foster mentorship and networking between physical therapist and physical therapist assistant early professionals and experienced professionals.
- D. Assist the NE Chapter of the APTA and the APTA in furthering the profession of Physical Therapy within the State of Nebraska.
- E. Develop and implement services/programs to further the EPSIG's purpose.
- F. Coordinate activities with the Nebraska Chapter's student special interest group (NSSIG) to allow for a smooth transition from student to early professional within the NE Chapter of the APTA.

ARTICLE IV. MEMBERSHIP

Section 1: Classes and Qualifications of Members

Membership shall be limited to physical therapist and physical therapist assistant early professional members of the NE Chapter of the APTA. Early professional is defined as a professional within their first five years of practice. Physical Therapy and Physical Therapist Assistant student members of the NE Chapter of the APTA who are in their final semester of education are eligible for membership to the EPSIG.

Section 2: Rights and Privileges of Members

The rights and privileges of the EPSIG's members shall be identical to those established by the NE Chapter of the APTA Bylaws.

Section 3: Application for and Admission to Membership

All physical therapist and physical therapist assistant early professional members of the NE Chapter of the APTA are eligible to be members of the EPSIG. Physical Therapy and Physical Therapist Assistant student members of the NE Chapter of the APTA who are in their final semester of education are eligible for membership to the EPSIG.

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 NE Chapter of the APTA.

Section 5: Disciplinary Action

Change in membership eligibility following disciplinary action will be subject to NE Chapter of the APTA Bylaws.

ARTICLE V. OBLIGATIONS

The EPSIG shall:

- A. Operate under rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors;
- 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 to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors;
- E. Hold meetings in conformity with Chapter policy;
- F. Not profess or imply that it speaks for or represents the NE Chapter of the APTA or its Members, except those currently holding membership within the EPSIG unless authorized to do so in writing by the Board of Directors of the NE Chapter of the APTA.
- G. Plan, organize and execute activities at NE Chapter of the APTA conferences to achieve the objective of the EPSIG.

ARTICLE VI. MEETINGS

Section 1: Annual Conference and Business Meeting

The EPSIG shall hold meetings of the membership once per calendar year for the conduction of business with attendance limited to EPSIG members and invited guests approved by the EPSIG officers, provided at least thirty (30) days' notice is given to all members. The meetings shall be held in conjunction with the Chapter conference. The executive committee may elect to hold a meeting via electronic means when deemed necessary due to the Chapter conference schedule. A quorum shall consist of at least ten percent of the EPSIG membership, including a minimum of three officers of the EPSIG executive committee.

Section 2: Special Meetings

The Executive Committee or any ten (10) EPSIG members may call special meetings provided that thirty (30) days' notice is given to all members. Attendance is limited to EPSIG members and invited guests approved by EPSIG officers. A quorum shall consist of at least five percent of the EPSIG membership, including a minimum of three officers of the Executive Committee. The EPSIG officers may hold special meetings to include conference calls or electronic means to facilitate the work of the officers.

Section 3: Minutes

Minutes shall be taken at all business meetings of the EPSIG. The original of such minutes shall be stored electronically on the NE Chapter of the APTA website for one year and then

archived within the NE Chapter of the APTA archived files. Copies shall be sent to the Early Professional NE Chapter of the APTA Board Liaison within 30 days.

Section 4 Committees

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

ARTICLE VII. Executive Committee

Section 1: Composition

The Executive Committee shall consist of all elected officers of EPSIG. One member of the NE Chapter of the APTA Executive Board will serve as a liaison to the EPSIG board. Elections will be held annually at the same time as the NE Chapter of the APTA elections. Elections will be done electronically. The Chairperson, Secretary and Nominating Chair elections will be held on even-numbered years and Vice Chairperson, Director at Large and PTA Director will be elected on odd-numbered years from the EPSIG membership. All terms will be for two years.

Section 2: Qualifications

Only members of EPSIG, who are in good standing with the NE Chapter of the APTA and who have consented to serve, shall be eligible for election to office.

Section 3: Officers

A. Chairperson – The Chairperson shall be a member for a year before being elected. The Chairperson shall be responsible for preparing agendas for and presiding at all EPSIG and Board meetings; shall report biannually to the EPSIG membership; and report to the NE Chapter of the APTA in accordance with the policies and bylaws of the NE Chapter of the APTA. The Chairperson of the EPSIG will be on the board of the NE Chapter of the APTA. The Chairperson shall serve a one (1) year term. At the conclusion of the term, the Vice Chairperson shall automatically succeed to the office of Chairperson

B. Vice Chairperson – The Vice Chairperson will have no minimum time of being a member of the EPSIG prior to election. The Vice Chairperson shall assume the duties of the Chairperson at the request of the Chairperson or in the absence or incapacitation of the Chairperson and oversee EPSIG committees as a voting committee member. The Vice Chairperson shall submit an annual report of EPSIG activities and membership information to the NE chapter of the APTA annually each Spring to be made available for the annual conference. The Vice Chairperson shall serve a one (1) year term, shall be elected annually by the membership, and shall automatically succeed to the office of Chairperson in the following year.

C. Secretary – The secretary will be responsible for keeping the minutes of all EPSIG membership and Board meetings; notify EPSIG members of the date, time, and place of EPSIG meetings; maintain the EPSIG's archives and correspondence; and make EPSIG's minutes and rules and regulations available to the membership. This position will be responsible for the public relations and marketing committees and will report on their activities at least annually.

D. Director at Large- The Director at Large shall recruit EPSIG members to serve on chapter taskforces and committees where needed. The Director at Large will be responsible for assigned special activities and specific taskforces. They shall participate in all EPSIG board meetings and contribute to the annual report of the SIG.

E. PTA Director- The PTA Director shall assist with EPSIG programming meetings and activities/events and ensure the specific needs of PTA early professionals are addressed by the EPSIG

F. Nominating Chair – The Nominating Chair shall prepare a slate of one or more candidates for each EPSIG office to be filled and will provide to the Executive Director of the NE Chapter

of the APTA the list of candidates and their statement of candidacy at least two weeks before electronic voting opens. This will occur at the same time as the NE Chapter of the APTA elections.

G. **Treasurer** - The treasurer shall serve as the EPSIG Board advisor with respect to funds for EPSIG. This position will be responsible for maintaining complete and accurate financial records including, but not limited to, the annual budget and will report on financial activities at least annually.

Section 4: Terms and Vacancies

A. The term of office for the Chairperson shall be one (1) year. At the conclusion of the Chairperson's term, the Vice Chairperson shall automatically succeed to the office of Chairperson.

B. The term of office for the Vice Chairperson shall be one (1) year. The Vice Chairperson shall be elected annually by the membership and, upon completion of the term, shall succeed to the office of Chairperson.

C. The term of office for all other officers shall be two (2) years. An officer or board representative may only be re-elected for one successive term to the same office. The Secretary, Director-at-Large, and PTA Director shall be elected in odd-numbered years.

The Treasurer and Nominating Chair shall be elected in even-numbered years.

D. Officers shall assume office at the close of the annual membership business meeting of the NE Chapter of the APTA following the election.

E. Vacancies:

The Vice Chairperson shall assume the duties of the Chairperson in the absence or incapacitation of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the position of Chairperson for the unexpired portion of the term, and the office of Vice Chairperson shall be declared vacant.

Vacancies of any other officer shall be filled by Board appointment for the unexpired portion of the term.

Section 5: Duties of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these rules and regulations and EPSIG policies:

A. Attend scheduled and special meetings of the Executive Committee. B. Carry out the mandates and policies of the EPSIG as determined by the membership.

C. Direct all business and financial affairs for and on behalf of the EPSIG. D. Foster the growth and development of the EPSIG.

E. Direct and determine the priority of all activities and expenditures in fulfillment of the EPSIG Purpose and Objectives.

F. Create and appoint task forces or committees needed to carry out the functions of the EPSIG.

G. Review and revise EPSIG policies as needed.

H. The officers, as the Executive Committee, may act on behalf of the EPSIG membership between meetings.

Section 6: Conduct of Business

A. The Executive Committee shall hold at least two regularly scheduled meetings during each calendar year with one at the annual conference and business meeting of the NE Chapter of the APTA.

B. A quorum shall consist of at least three officers.

C. The Chairperson may call a special meeting of the Executive Committee and shall call a special meeting on the written request of two Executive Committee members. D. Special

Meetings of the Executive Committee may be conducted by conference call or video conference.

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 Executive Committee, voting may be conducted by email, mail, fax, or conference call.

ARTICLE VIII. Elections

Section 1: Nominations

A. The Nominating Chair shall announce the call for nominations for upcoming elections 60 days prior to the opening of electronic voting for EPSIG Officers. B. Nominations can be submitted to the Nominating Chair by email, fax, mail or conference call. Self-nominations are accepted.

Section 2: Conduct of Election

A. Elections shall be coordinated by the Executive Director of the NE Chapter of the APTA and coordinated by the EPSIG Nominating Chair.

B. Elections shall be completed by electronic voting.

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 announced at the annual conference of the NE Chapter of the APTA.

ARTICLE IX. FINANCE

Section 1: Fiscal Year

The fiscal year of the EPSIG shall be the same as that of the NE Chapter of the APTA.

Section 2: Limitation of Expenditures

No 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 NE Chapter of the APTA Executive Committee. The Executive Committee shall not commit the EPSIG to any financial obligation in excess of its current fiscal resources.

ARTICLE X. DISSOLUTION

A. The EPSIG may be dissolved upon:

1. A recommendation to dissolve supported by no less than three-fourths of the members of the Board and adopted by two-thirds of the EPSIG's members; or 2. Two thirds vote of the NE Chapter of the APTA Board of Directors should the EPSIG fail to meet the obligations identified by the NE Chapter of the APTA or after a consecutive period of twelve months in which no official activity has been demonstrated.

B. Should the EPSIG be dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the EPSIG shall, after payment of its bona fide debts, be conveyed to the NE Chapter of the APTA.

ARTICLE XI. PARLIAMENTARY AUTHORITY

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

ARTICLE XII. AMENDMENTS

These rules and regulations may be amended by an affirmative vote of two-thirds of the members present and voting at any meeting of the EPSIG, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments has been mailed to the EPSIG members. If the intent of an amendment is editorial or to bring the EPSIG's Rules and Regulations into agreement with those of the NE Chapter of the APTA, the amendment shall be made as required by the Secretary and approved by the EPSIG Board of Representatives. The Secretary shall notify the EPSIG's membership of such amendment.

ARTICLE XIII. HIGHER AUTHORITY

In addition to these rules and regulations, the EPSIG is governed by the APTA and NE Chapter of the APTA Bylaws, Standing Rules, and Policies.