

KANSAS PHYSICAL THERAPY ASSOCIATION
STUDENT SPECIAL INTEREST GROUP BYLAWS

ARTICLE I: NAME and TERRITORIAL JURISDICTION

Section 1

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

Section 2

~~The territorial jurisdiction of the SSIG shall be the geographical boundaries of the state of Kansas.~~ The geographic jurisdiction of the SSIG shall coincide with the boundaries of Kansas.

ARTICLE II: PURPOSE

The purpose of the SSIG shall be to provide a means by which Physical Therapist and Physical Therapist Assistant student 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 Kansas;
- 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 Physical Therapist and Physical Therapist Assistant student members in good standing with the [Chapter and Association](#) enrolled in a Physical Therapist or Physical Therapist Assistant education program ~~in the state of Kansas~~.

Section 2 Rights of Members

All Physical Therapist and Physical Therapist Assistant student 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 3 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 4 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 5 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 Board of Directors of the Chapter at its next meeting.

ARTICLE VI: MEETINGS

Section 1 Regular Meetings

The SSIG shall meet at least once per year. ~~The meeting shall be held during the Chapter's Fall 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 Notification

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

Section 3 Quorum

The quorum for meetings shall be a minimum of 10 members which is necessary on all issues requiring a vote. Voting may occur during business meetings or may occur through digital/electronic means.

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 a copy sent to the Chapter Secretary within 30 days of the meeting.

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, Director of Membership, Public Relations Director, and PTA Liaison.

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, 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. 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 of Membership

The Director of Membership 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 School Representatives, Executive Board, and Chairman as requested.

6. Public Relations Director

The Public Relations Director will work with the Director of Membership to create mass media publications to increase membership and membership benefit awareness. The P.R. director will be familiar with all social media platforms available for communicating and advertising within the KPTA and APTA. The director shall maintain the K-SSIG social media sites with multiple weekly updates at conferences, the Public Relations Director will utilize social media to bring the experience to those who could not attend (pictures, videos, summaries, etc.) The P.R. director will utilize creative ways to maintain consistent participation at national conferences for all students and will assist in designing student guides for the Midwest Student Conclave.

7. PTA Liaison

The PTA Liaison shall be responsible for communicating with PTA students about all SSIG matters (upcoming events, meetings, updates, etc.), shall determine ways to make the SSIG more PTA friendly, and shall promote PTA students' involvement.

Section 2 Qualifications

Student members of the SSIG who are current Chapter and Association members in good standing and who have agreed to fulfill the duties of the office for which they have been nominated shall be eligible to serve.

~~A. For the Office of Chair and Vice Chair~~

~~Student 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 School Representatives~~

~~Student and Student Affiliate 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, School Representatives, and Advisor.

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

2. Advisor

An advisor shall be a physical therapist, appointed by the SSIG and approved 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 SSIG or 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. School Representative

One School Representative shall be elected annually from each school in accordance with procedures established by the Officers and advisor. School Representatives shall serve a term of one year or until the election and assumption to office of their successors. ~~A School Representative 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 School Representatives shall have the rights and duties respectively assigned to them as follows: to serve as a liaison between each school, the Executive Board, the Chapter, and the APTA; to contact students in their school to recruit membership in the SSIG; to act as a contact for SSIG members in their school; report issues or concerns from their school 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 of the membership 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 Board of Directors, and to the Chapter as requested.

ARTICLE VIII: ELECTIONS

Section 1 Nominations

A. The Executive Board shall present a slate of qualified candidates **30 days prior to the election 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 held electronically, on paper, or a combination of the two. shall be by ballot unless there is but one nominee, when a voice vote may be called.**

C. Elections must be held between February 15th and April 15th each year.

Section 3 Voting

~~A. Must be a student member of the KPTA in order to vote.~~

B. Election shall be by plurality vote.

C. 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 the Chapter Board of Directors, and made available for the information of the membership.

Section 3 Financial Management

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

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, which has been approved by the Chapter Board of Directors, annually. 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.

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: 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 Bylaws 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 XII: DISSOLUTION

The SSIG may be dissolved by a two-thirds (2/3) vote of the SSIG members present at any annual business meeting, in the presence of a quorum, provided that members have been notified at least thirty (30) days prior to the meeting.

ARTICLE XIII: 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 inconsistent with these Bylaws and any special rules of order the SSIG may adopt.

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.