

Rules of Order for the Academic Administrators Special Interest Group of the Education Section of the American Physical Therapy Association

Article I. Name

The name of this organization is the Academic Administrators Special Interest Group. hereinafter referred to as the AASIG.

Article II: Purpose

The Academic Administrators Special Interest Group (AASIG) serves as a forum for the sharing and exchange of information about administrative aspects of physical therapy (PT) educational programs. It also serves as an advocacy group for academic administrators around issues of concern in physical therapy education. Academic administrators have established a recognized voice through AASIG to influence the policies of our Association, key organizations including but not limited to the Commission on Accreditation in Physical Therapy Education (CAPTE) and the Federation of State Boards of Physical Therapy (FSBPT), as well as institutions of higher education.

Article III. Objectives

The objectives of the AASIG shall be:

- A. To represent this Special Interest Group to the Section for Education.
- B. To provide mechanisms for the exchange of information among academic administrators in physical therapy (PT & PTA) education and between the AASIG and other relevant communities of interest*.
- C. To advocate to the physical therapy community and other communities of interest on matters relating to physical therapy education and the administration of physical therapy education programs.
- D. To plan, coordinate and offer informational/educational programs of special interest to the group.
- E. To plan, coordinate and offer informational/educational programs with other Special Interest Groups within the Section (e.g. Clinical Education SIG).
- F. To provide representation to the Education Section Bulletin.
- G. To serve as a professional mentoring vehicle for new physical therapy program administrators.

*Relevant communities of interest include, but are not limited to, University administrators and faculty, the APTA Division of Education, other sections of the APTA, the Federation of State Boards of Physical Therapy, CAPTE, and the U.S. Department of Education.

Article IV. Membership

Section 1: Categories and Qualification of Members

Members of the Academic Administration Special Interest Group are members in good standing of the Section for Education who are administrators of physical therapy educational programs or are individuals interested in academic administration.

Section 2: Rights and Privileges of Members

Members can speak, make motions, serve on committees, serve as officers, and have one vote.

Section 3: Good Standing

An individual is in good standing within the meaning of these bylaws if:

- A. She/he makes timely payments of section dues
- B. She/he is a member in good standing of the APTA

Article V. Special Interest Group Formation and Dissolution

Section I: Formulation

A. Twenty-five or more Section members may petition the Executive Committee of the Section for Education. Included with the petition shall be the purpose of the group and proposed Rules of Order. If approved by the Executive Committee the Special Interest Group may be established.

B. A special interest group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section's Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.

Section 2: Dissolution

A. Voluntary dissolution: A Special Interest Group may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Section, a quorum being present, providing 90 day notice of such pending action has been given to the members.

1. All property and records in possession of the Special Interest Group shall be turned over to the section.
2. If the Special Interest Group is dissolved for the purpose of merging with an existing Special Interest Group, all property and records shall be turned over to the existing or newly formed Special Interest Group with which it merged.

Section 3: Limitations

Special interest groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.
- B. No special interest group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the special interest group unless authorized by the Section's governing body.

Article VI. Meetings

Section 1: Annual Meeting

1. The Annual Meeting shall be held for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG. This meeting shall take place at the site of the Combined Sections Meeting of the Association and at a time designated by

the Section's Program Chairperson or designated representative of the Education Section and the Combined Sections Meeting's Program Committee.

2. Written notification of the scheduled business meetings shall be made to all members at least one month in advance of the meeting.
3. Business meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2: Notice of Meeting Requirements

Additional meetings may be held during the course of any calendar year upon 30 days prior written notice to the members of the Section

Section 3: Quorum

A quorum will be 25 SIG members, including 2 members of the AASIG Executive committee.

Article VII. Officers

Section 1: Officers: Rights, Duties, and Responsibilities

A. Chairperson

1. The Chairperson shall develop the agenda and preside at all meetings, communicate with the Section for Education Executive Board, and oversee activities of the AASIG.
2. The Chairperson shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the AASIG.
3. The Chairperson shall submit an annual written report of the activities of the SIG to the Section, and participate in Executive Board meetings for the section.

B. Vice Chairperson

1. The Vice Chairperson shall assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
2. The Vice Chairperson shall assume assignments as delegated by the Chairperson.
3. The Vice President shall be responsible for coordination of educational programming with the Section Programming chair.

C. Secretary/Treasurer

1. The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
2. The Secretary shall be responsible for all notices to members of the AASIG.
3. The Secretary shall maintain records of all official actions of the AASIG
4. The Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group, and provide a written report of these transactions to the Section Treasurer.

D. Elections

The officers shall serve for two-year terms or until the election of their successors.

- a. The Chairman and nominating committee shall be elected on even-numbered years.
- b. The Vice –Chairman, Treasurer/Secretary, and nominating committee shall be elected on odd-numbered years.
2. The officers shall assume office at the meeting following the Section election.
3. No officer shall serve more than two complete consecutive terms in the same office.

Section 2: Vacancies

In the event of a vacancy in the offices of Chairperson the Vice Chairperson shall succeed to the Chair position for the un-expired portion of the term. The Chairperson shall appoint a member to fill any vacancy occurring in the office of Vice Chairperson, Secretary/Treasurer, or Nominating Committee for the unexpired term, with advice of the AASIG leadership.

Section 3: Qualifications

Only such members of the Section as are provided for in the Association bylaws, who have been members in good standing for a period of at least two years immediately proceeding their election, and who have consented to serve, shall be eligible for election to office.

Article VIII. Committees

Section I: Nominating Committee

A. Composition

1. The Nominating Committee shall consist of two eligible AASIG members in good standing who shall serve for two years. One member shall be elected each year.
2. The senior member of the Committee shall serve as Chairman.

B. Duties

The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the AASIG business meeting.

Article IX. Finance

Section 1: Fiscal Year

The fiscal year of the SIG shall be the same as that of the Section and Association.

Section 2: Limitations on Expenditures

No officer, member of the AASIG 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 Section's Board of Directors. The Board of Directors shall not commit the Section to any financial obligations in excess of its current financial resources.

Section 3: Dues

- A. Special Interest Groups do not have dues. Voluntary contributions can be made to the SIG at any time.

Article X. Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* and govern the SIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Rules of Order adopted by the Section.
- B. SIG's will maintain Rules of Order