**BYLAWS OF THE PEDIATRIC THERAPY SPECIAL INTEREST GROUP OF THE**

**INDIANA CHAPTER OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION**

**NAME**

The organization's name is the Pediatric Therapy Special Interest Group of the Indiana Chapter of the American Physical Therapy Association (APTA Indiana), hereinafter referred to as the Pediatric SIG.

**OBJECT**

The purpose of the Pediatric Therapy Special Interest Group shall be to provide a means through which physical therapists and physical therapist assistants**,** along with students of physical therapy, who have the common interest of pediatric physical therapy practice, may meet, confer, and promote the interests of its membership, APTA Indiana and the American Physical Therapy Association (APTA).

**FUNCTIONS**

1. To identify and respond to areas of concern related to physical therapists and physical therapist assistants who practice pediatric physical therapy.
2. To promote the role of all components of pediatric physical therapy to physical therapists and physical therapist assistants in the profession.
3. To increase membership and active participation of physical therapists and physical therapist assistants in APTA Indiana and APTA.
4. To promote leadership of physical therapists and physical therapist assistants within APTA Indiana and APTA.
5. To assist APTA Indiana and APTA in the promotion of their objectives and functions.

**BENEFITS of BELONGING**

The Pediatric Special Interest Group is intended to provide a forum where clinicians and students with similar interests can meet together to openly exchange experiences about pediatric physical therapy and to discuss relevant issues that relate to clinical cases and educational related issues within this specialty.

The benefits of belonging to the Pediatric SIG are many including the following:

1. Making valuable contacts and gaining better insight into pediatric physical therapy.
2. Access to a discussion forum that allows engagement and collaboration with peers about topics and issues affecting pediatric physical therapists and physical therapist assistants to include clinical cases, similar to hallway discussions with colleagues.
3. The opportunity to find a mentor who can help improve the clinical decision-making process.
4. Developing new areas of expertise and thereby enhancing the clinical skill level.
5. The opportunity to join study groups to prepare for the Pediatric Specialist Certification Exam.

**MEMBERSHIP**

**Section 1. Qualifications**

Membership in the Pediatric SIG is voluntary and open to all members of APTA Indiana.

**Section 2. Rights of Members**

1. The rights and privileges of the Pediatric SIG’s members shall be identical to those established in the Chapter’s bylaws.
2. Pediatric SIG Members shall have one (1) vote at SIG membership meetings.

**EXECUTIVE COMMITTEE**

**Section 1. Constituency**

The Executive Committee of the Pediatric SIG shall include the following three (3) members elected by the Pediatric SIG membership: Chair, Vice Chair, Secretary/Treasurer.

**Section 2. Qualifications**

Pediatric SIG members who are physical therapists or physical therapist assistants shall be eligible to hold office if the following statements hold true:

1. They remain an APTA Indiana/APTA member throughout the term of the office.
2. They agree to fulfill the duties of the office for which they have been nominated.

**Section 3. Officer Responsibilities and Duties**

1. In general, the responsibilities and duties of all officers are as follows:
2. Promotion of active membership in the Pediatric SIG and APTA Indiana/APTA.
3. Oversee the election procedures for the following term (officers running for the same or another elected position are exempt from this duty).
4. The Chair shall be responsible for the following:
5. Prepare the agenda for all meetings of the Executive Committee of the Pediatric SIG as well as the membership meetings.
6. Preside over all meetings.
7. Serve as the official spokesperson of the Pediatric SIG.
8. Appoint committees as needed.
9. The Vice Chair shall be responsible for the following:
10. Assume the duties of the Chair if he/she is absent or incapacitated.
11. Preside over established committees.
12. The Secretary/Treasurer shall be responsible for the following:
13. Keep and record~~ing~~ the minutes of all Executive Committee and SIG meetings.
14. Distribute all meeting notices to the Pediatric SIG membership.
15. Maintain records of all official actions of the Executive Committee and the Pediatric SIG.
16. Track the Pediatric SIG fund balance as a line item in the APTA Indiana budget.
17. Receive and disburse any Pediatric SIG funds raised through fundraising or other means.
18. Report on the financial status of the Pediatric SIG to the membership, the Executive Committee, and the Chair as requested.

**Section 4. Terms**

Members of the Executive Committee shall be elected for a two-year term of office. No member shall serve more than two (2) consecutive terms in the same office. In order to create the initial positions, the Chair and Secretary will run for an initial three-year term, and thereafter assume a two-year term cycle.

**Section 5. Resignation and Impeachment**

If the Chair is unable to serve, the Vice Chair shall assume the position of Chair. In the event of a vacancy in any other office, the remaining officers will appoint an interim officer until the next election. Impeachment will be by two-thirds (2/3) quorum.

**ELECTIONS**

The first election of the three officers shall be held during the Fall Chapter meeting in 2017. The officers shall be elected by a majority vote. The Chair and Secretary/Treasurer positions will be open for election on even numbered years. The Vice Chair position will be open for election on odd numbered years.

**Section 1. Election Procedures**

1. A call for nominations will be placed two (2) months prior to the Fall Meeting.
2. Only those consenting to serve shall be slated.
3. Members of the APTA Indiana Pediatric SIG shall receive a slate of candidates thirty (30) days prior to the Fall Meeting.
4. During the meeting, the slate of candidates will be presented and any additional nominations from the floor will be taken.
5. Subsequently, the final slate of candidates will then be posted.
6. Electronic voting will be open for thirty (30) days after the final slate of candidates has been posted. A mail ballot will be furnished upon request.
7. Ballots returned by mail must be postmarked no later than ten (10) days prior to the specified end date of voting and will be opened and counted by the APTA Indiana Executive Director.
8. The results of the election will be posted on the APTA Indiana Pediatric SIG webpage.

**Section 2. Assumption of Office**

Newly elected officers shall assume office on January 1 following their election and shall serve for two (2) years. No member shall serve more than two (2) complete consecutive terms in the same office. Exception: When no other individual desires to be nominated for an office, the incumbent may serve more than two (2) complete consecutive terms in the same office

**COMMITTEES**

The Chair shall appoint as needed. The Vice Chair will preside over any committees.

**MEETINGS**

**Section 1. General Membership Meetings**

The Pediatric SIG will hold at least one (1) meeting each year. Any additional meetings will be decided by the officers and general membership will be notified of the time/place at least four (4) weeks in advance.

**Section 2. Quorum**

A minimum of ten (10) percent of voting members shall constitute a quorum. A quorum is required for all business presented to the membership for action to include electronic elections.

**Section 3. Executive Committee Meetings**

The Executive Committee will hold at least one (1) meeting each year. This meeting may occur via telecommunication as agreed upon by the Executive Committee. The officers will decide place and time of any additional meetings. A majority shall constitute a quorum.

**FINANCE**

**Section 1. Annual Budget**

The annual budget shall be prepared and reported by the Secretary/Treasurer, approved by the Executive Committee, and made available to the membership.

**Section 2. Fiscal Year**

The fiscal year of the Pediatric SIG shall coincide with the APTA Indiana fiscal year.

**Section 3. Limitations of Expenditures**

No officer or committee member 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 Executive Committee of the Pediatric. The Executive Committee shall not commit the Pediatric SIG to any financial obligations in excess of its current fiscal resources.

**Section 4. Dues**

There shall be no additional dues for members of the Pediatric SIG, but all members must stay current with APTA Indiana dues.

**DISSOLUTION PROCEDURES**

**Section 1.**

A SIG wishing voluntary dissolution shall submit a written request and justification to the Chapter Board of Directors who shall set a hearing within thirty (30) days following receipt of such request. Upon concurrence of two-thirds (2/3) of the Board of Directors, the SIG may be dissolved.

**Section 2.**

In the event the Pediatric SIG should dissolve, all property and records of any nature in the possession of the Pediatric SIG, shall, after payment of its bona fide debts, be conveyed to the Chapter.

**AMENDMENTS**

**Section 1. Vote Required**

These Bylaws may be amended or revised by a two-thirds (2/3) vote of the voting SIG members present at a regular or special SIG meeting, provided that the members have thirty (30) days in which to review any proposed amendments before the vote is taken.

**Section 2.**

If the intent of an amendment is editorial or to bring the SIG's bylaws into agreement with those of the Chapter, the amendment shall be made as required. The SIG shall notify the SIG's membership that such amendments have been made within ninety (90) days.

**Section 3.**

Amendments to the Bylaws take effect only after approval of the Board of Directors of the Chapter.

ADOPTED: OCT 2018

REV: Sept. 26, 2020