

# STANDING RULES OF THE VESTIBULAR SIG

## Article 1 - NAME

The name of this organization is the Vestibular Special Interest Group of the American Physical Therapy Association of New Jersey, herein after referred to as the SIG and the APTANJ

## Article 2 - PURPOSE

*The purpose of this SIG is to meet the needs of the members of the APTANJ who are interested in specific issues related to patients with vestibular related disorders and concussion management and to enhance our members' ability to provide best practice vestibular rehabilitation and other [related] physical therapy services.*

## Article 3 - OBJECTIVES

1. Promotion of education of vestibular rehabilitation for physical therapists and physical therapy assistants.
2. Establishment of a mentoring community to support PTs and PTAs working with patients with vestibular impairments.
3. Contributions to the NJAPTA publications for promotion of improved understanding of this area of practice.
4. Establishment of a subcommittee focused on concussion rehabilitation as it relates to vestibular and balance symptoms with accompanying educational and mentoring programming.
5. Establishment of a subcommittee to promote improved collaboration with other medical professionals to facilitate increased appropriate referrals of patients to physical therapy.
6. To inform and educate the public regarding the unique contributions of physical therapy to promote health, wellness, optimal function, and quality of life for individuals with vestibular disorders through the development of clinical and leadership skills within New Jersey Physical Therapists.

## Article 4 - POLICIES

1. Hold meetings at least two times per year with one meeting being for the purpose of conducting general business and election of officers.
2. Leadership to appoint volunteer members to lead subcommittees for concussion rehabilitation, collaboration with the broader medical community, publications and education projects.
3. Mentorship arrangements through application process through leadership of the SIG

## - MEMBERSHIP

The criteria for membership in the SIG shall be the same as for the membership in the APTANJ. Rights of members are outlined in the bylaws of the APTANJ. No officer or member of the SIG shall serve as spokesperson for the Chapter without prior approval of the Chapter President.

## Article 5 - OFFICERS

A. The officers of the SIG shall be Chairperson, Vice-Chairperson and assigned leadership for projects and subcommittees.

B. Qualifications of officers include:

Each officer shall have been a member of the APTA and APTANJ in good standing for one year immediately preceding the election.

C. Duties: Chairperson shall

1. Preside at all meetings of the SIG and be an ex-officio member of committees except nominating committee.
2. Conduct the official correspondence of the SIG, as requested by the Chairperson.
4. Be responsible for submitting the meeting announcement forms to the Chapter office.
2. Will submit yearly action plan and corresponding budget requests.
3. Appoint special committee and task force chairpersons as needed.
4. Be responsible for official correspondence of the SIG.
5. Make an annual report.
6. Attend the Council of Directors meetings as requested.
7. Communicate with the Council Liaison on a bi-monthly basis regarding the activities of the SIG

D. Duties: Co/Vice-Chairperson shall

1. Serve as Chairperson in the event the Chairperson is absent or unable to serve.
2. Succeed the Chairperson in case of a vacancy in that office.
3. Assume the other duties as delegated by SIG Chairperson.
4. Manage SIG finances as necessary.
5. Be responsible for coordinating all educational programming of the SIG.
1. Record, read, correct, revise and maintain the minutes of all SIG meetings, a copy of which shall be sent to the APTAnj chapter office within thirty days of said meeting.
5. Keep a record of attendance for SIG meetings and submit updated membership information to the Chapter office.

## **Article 6 - TERM OF OFFICE**

Each officer shall serve a two year term. No officer may serve more than two consecutive terms or four years in the same position. Elections will be held on a yearly basis. Chairperson elections will be held on odd years, Vice-Chairperson will be held on even years. A term of office shall begin at the close of the meeting following election of the officers.

## **Article 7: COMMITTEES**

A. Nominating Committee shall consist of two members. They shall:

1. Serve a one year term.
2. Be responsible for providing a slate of candidates for SIG Board.
3. Be elected by SIG membership.

B. Other Committees

1. The SIG members in conjunction with the Chairperson will determine the appropriate committees. Each committee will elect their Chairperson.

## **Article 8 - FINANCES**

A. The SIG shall not charge annual dues but may levy assessments provided such assessments do not carry punitive action or loss of good standing and are approved by the Chapter Council of Directors.

B. The Chapter Council of Directors shall have the authority to allocate monies to the SIG. All monies shall be disbursed by the Chapter Treasurer.

## **Article 8 - REVIEW AND AMENDMENTS**

- A. Any review and amendments to this document will be done in accordance to Standing Rules and Bylaws as written in the APTANJ Chapter Operations Manual.
- B. Standing rules will be reviewed and modified every 2 years with the appointment of new chairperson.

## **Article 9 - AMERICAN PHYSICAL THERAPY ASSOCIATION OF NEW JERSEY AS HIGHER AUTHORITY**

In addition to these standing rules, the SIG is governed by the provisions in the Chapter Bylaws and Standing Rules on structure, finance, obligations, dissolution, property, records, and limitations, and by the rules and procedures in the Chapter policies for special interest groups.