Rules and Regulations for Governance of the Early Professional Special Interest Group of the FPTA

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The purpose of the EPSIG shall be to provide a means by which Early Professional Physical Therapist and Physical Therapist Assistants having a common interest, may meet, confer, and promote the interests of the EPSIG, the FPTA and the APTA.

ARTICLE III. OBJECTIVES

The objectives of the EPSIG shall be to:
A. Promote membership, active participation and leadership of early professionals within APTA and FPTA.
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 FPTA and the APTA in furthering the profession of Physical Therapy within the State of Florida.
E. Provide such services as will further the EPSIG’s purpose.
F. Coordinate activities with the student special interest group (SSIG) to allow for a smooth transition from student to early professional within FPTA and 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 FPTA. Early professional is defined as a professional within their first five years of practice. Physical Therapy and Physical Therapist Assistant student members of the FPTA who are in their final semester of education are eligible for membership to the EPSIG.

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Section 2: Rights and Privileges of Members
The rights and privileges of the EPSIG’s members shall be identical to those established by the FPTA Bylaws

Section 3: Application for and Admission to Membership
All physical therapist and physical therapist assistant early professional members of the FPTA are eligible to be members of the EPSIG. Physical Therapy and Physical Therapist Assistant student members of the FPTA 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 FPTA.

Section 5: Disciplinary Action
Change in membership eligibility following disciplinary action will be subject to FPTA Bylaw

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 FPTA 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 FPTA.
G. Plan, organize and execute activities at FPTA conferences to achieve the objective of the EPSIG.

ARTICLE VI MEETINGS
Section 1: Biannual Fall/Spring Meeting
The EPSIG shall hold meetings of the membership twice 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 Chapter conferences. 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 twenty five percent of the board of representatives, including a minimum of three officers of the 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.

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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 on the FPTA website and copies shall be sent to the Early Professional FPTA 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. The Executive Committee shall annually elect from the EPSIG membership a Chairperson, Vice Chairperson, Secretary, Director at Large and a PTA Director who shall serve as the EPSIG officers for the ensuing year.

Section 2: Qualifications
Only such members of EPSIG, who have consented to serve, shall be eligible for election to office if they have been a EPSIG member for at least three months immediately preceding the election and have attended at least one EPSIG meeting prior to the election for office.

Section 3: Officers
A. Chairperson - 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 FPTA in accordance with the policies and bylaws of the FPTA.
B. Vice Chairperson - 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 FPTA annually each June to be made available for the FPTA Annual Conference.
C. Secretary - The Secretary shall conduct the election of EPSIG officers; be responsible for keeping the minutes of all EPSIG 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
D. Director at Large- The Director at Large shall recruit EPSIG members to serve on chapter taskforce and committees where needed. They shall participate in all EPSIG board meetings and contribute to the annual report of the SIG.

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E. PTA Director- The PTA Director shall assist with EPSIG programing 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 names for each EPSIG office to be filled, publish the slate (i.e. list of candidates and bios) on the EPSIG website/forum, and distribute it to the membership via email at least 60 days prior to the FPTA Spring Conference for the Chairperson, Vice Chairperson, and Director at Large and 60 days prior to the FPTA Annual Conference for the PTA Director, Secretary and Nominating Chair

Section 4: Terms and Vacancies
A. The term of office for officers shall be one year. An officer or board representative may only be re-elected for one successive term to the same office.
B. Officers shall assume office at the close of the membership meeting at which they were elected.
C. Vacancies:
   1. The Vice Chairperson shall assume the duties of the Chairperson in the absence or incapacitation of the Chairman. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the position of Chairman for the unexpired portion of the term and the office of Vice Chairperson shall be declared vacant.
   2. 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 concurrent with EPSIG membership meetings.
B. A quorum shall consist of at least twenty five percent of the board, including 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 Executive Committee shall announce nominations for Chairperson, Vice Chairperson, and Director at Large 60 days prior to the FPTA Spring Conference, and elections will occur in conjunction with the FPTA Spring Conference if held or during the month of March. The Executive Committee shall announce nominations for PTA Director, Secretary, and Nominating Chair 60 days prior to the FPTA Annual Conference, and elections will occur in conjunction with the FPTA Annual Conference.
B. Nominations from the floor shall be accepted for qualified candidates.

Section 2: Conduct of Election
A. Elections shall be coordinated by the Secretary and shall be conducted by at least two members of the Board who are not candidates for election.
B. Elections shall be by ballot unless there is but one nominee, when a voice vote may be called.

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.

ARTICLE IX FINANCE
Section 1: Fiscal Year
The fiscal year of the EPSIG shall be the same as that of the FPTA.

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 EPSIG’s Executive Committee. The Executive Committee shall not commit the EPSIG to any financial obligation in excess of its current fiscal Resources.

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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 FPTA Board of Directors should the EPSIG fail to meet the obligations identified by the FPTA 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 FPTA.

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 FPTA, 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 FPTA Bylaws, Standing Rules, and Policies.