PROCEDURE MANUAL
STUDENT SPECIAL INTEREST GROUP
Of the New York Physical Therapy Association

The purpose of this procedure manual is to clarify the procedure of NYPTA Student Special Interest Group processes and procedures, hereinafter referred to as the SSIG. This document is subject to change at the discretion of the SSIG and with approval of the NYPTA Executive Committee.

ARTICLE I. ORGANIZATION
A. All working groups of the SSIG shall exist to promote the purpose and objectives of the SSIG, as outlined in the bylaws.
B. The Executive Board, as defined in the bylaws, shall preside over and be the face of the SSIG.
C. The Advisory Panel should consist of committee or task force chairs that contribute additional student learning and involvement opportunities in areas of interest to students.
   a. Members of the Advisory Panel should consult the President on all major decisions prior to taking action.
D. The Board of Representatives should be led by the Vice President and consist of Regional Representatives who carry out the SSIG’s purpose and objectives at the local level.
E. Each Regional Representative should have a committee consisting of SSIG Liaisons to help carry out the SSIG’s purpose and objectives at the local level.
F. The Nominating Committee should prepare a slate of candidates for the annual elections and inform SSIG members of the nominees and their qualifications.

ARTICLE II. ADVISORY PANEL OFFICERS
The Advisory Panel should consist of the Special Events Chair, Advocacy Chair, Service Chair, and any other committee chair that may be formed. The duties of these officers should be as outlined below.

A. Special Events Chair
   1. Creates, at minimum, one annual event to promote student learning and networking, and ensures the event does not compete with other major NYPTA or student events or opportunities.
   2. Participates in planning student social events such as pub nights and lecture series.

B. Advocacy Chair
   1. Promotes student involvement in advocacy opportunities at local, state, and national levels in coordination with the NYPTA Legislative & Payment Committee.
   2. Advocates for the physical therapy profession to any or all of the
following groups: to the community, to legislators, or to students.

C. **Service Chair**
   1. Organizes and promotes community service events at the state and district level in coordination with NYPTA.
   2. Maintains awareness of APTA community service ventures and opportunities.
   3. Promotes student involvement in community service nationally and internationally through collaboration with the APTA Student Assembly.

### Organizational Chart

![Organizational Chart]

**ARTICLE III. BOARD MEETINGS**

**Section 1 Regular Meetings**
Components of the SSIG shall meet regularly as outlined in the Bylaws and summarized below.

   A. The Executive Board should meet on a monthly basis.
   B. The Advisory Panel and Executive Board should meet at minimum three times per year.
   C. The Board of Representatives should meet three times per year.

**Section 2 Special Meetings**
The President may call a special meeting of the Board at his/her own initiative and must call a special meeting on request of a majority of the members of the Board.

**Section 3 Meetings via Telecommunication**
Regular and special meetings of the Board may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
Section 4 Executive Session
The Executive Board will consider confidential items in Executive Session. The Board has the right to determine who may be allowed to be present for such discussions. According to Robert’s Rules, "a [Board] member can be punished under disciplinary procedure if he/she violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred.
Procedure:
A. When an item is deemed confidential, a motion to go into executive session shall be made; if attendance is to be limited, this should be included in the motion (e.g. I move that the Board go into Executive Session to be limited to Board members). This motion would be open for amendments.
B. This requires a majority vote of the Board.
C. The President will remind all present about confidentiality of the proceedings.
D. Documentation of Executive Session proceedings is to be kept separately from meeting minutes.

Section 5 Meeting Details
A. Written notice of all meetings must be sent to all members of the Board and consultants not later than 10 days before the date fixed for the meeting.
B. Meetings will be held at a site recommended by the President in consultation with the Executive Committee and Executive Director. Locations of meetings cannot be in contradiction to the budget and program established and approved by the Board of Directors.
C. Dates for meetings will be set as far in advance as possible and will be determined by the Secretary in consultation with all invited members.
D. A majority of the total authorized votes of officers and Directors shall constitute a quorum of the Board.

ARTICLE IV. NOMINATING COMMITTEE OFFICERS
A. The Nominating Committee should consist of the Nominating Committee Chair, the Core Ambassador, and a third member selected from a pool of interested SSIG Liaisons.
B. The Nominating Committee Chair should have one-year prior experience of involvement with the SSIG as an Executive Board officer, Advisory Panel Officer, Core Ambassador, Regional Representative, or SSIG Liaison.
C. If a member of the committee is running for office, then the Executive Board should appoint another SSIG member.
ARTICLE V. NOMINATIONS AND ELECTIONS PROCESS

Section 1 Nominations Process
A. The Executive Board, Advisory Panel, and Regional Representative officers shall be elected on an annual basis.
B. The Nominating Committee should reach out to student programs to obtain a diverse applicant pool and to ensure that there is at least one candidate running for each position.
C. Nominations should open the summer preceding elections and remain open for at least one month. Interested members should submit an application as outlined below in Article IV, Section 1.
D. The officer nomination should be an online form submitted to the SSIG. See Appendix A: Nomination Form Template.
   1. The nomination form should include the following contact information: applicant name, email address, academic program of enrollment, DPT or PTA program, graduation month and year, and APTA ID number.
   2. In the nomination form, the applicant should select which position he or she is applying for.
   3. The nomination form should include a declaration of intent, which includes the following information: reason for interest in the position, relevant prior experience, and proposed goals for the upcoming officer term.
E. The nominating committee should review all nominations and slate at least two candidates for each position when possible.
F. The nominating committee should present the slate of candidates to SSIG members at least two weeks prior to elections and inform SSIG members of the nominees and their qualifications.

Section 2 Officer Elections Process
A. The Nominating Committee shall submit the slate to the NYPTA Chapter Officer to be compiled prior to SSIG elections.
B. The Nominating Committee should publicize timing of elections for at least two weeks prior to the start of the voting period.
C. SSIG members should vote in elections via an online poll. Voting should remain open for at least three days.
D. The results of the elections should be announced to the SSIG members within two weeks of voting.

Section 3 SSIG Liaison Appointment Process
A. Each SSIG Liaison should be appointed by the academic program’s respective Regional Representative at the start of the Regional Representative’s term.
B. At the end of the calendar year, the SSIG should communicate with academic programs to ask for volunteers. Students interested in volunteering for SSIG
Liaison may fill out an online form, which may be collected by the SSIG Secretary and passed onto each Regional Representative for SSIG Liaison appointment.

C. The term of office should be one year and follow that of SSIG officers; a SSIG Liaison may only be re-elected for one successive term to the same office.

D. Each academic program should have one SSIG Liaison. A vacancy may be filled by appointment for the unexpired portion of the term.

E. SSIG Liaisons should be in their first or second year of school.

F. SSIG Liaisons must be members of the APTA and NYPTA and in good standing.

ARTICLE VI. TRANSITION OF OFFICERS

Section 1 Officer Expectations

Elected officers should begin to transition into their roles shortly after election, while outgoing officers are completing their term. All incoming and outgoing officers are required to have one transitional meeting prior to the start of the new term.

Section 2 Outgoing Officer Responsibilities

Each outgoing officer should schedule a transition meeting with his or her respective incoming officer.

Each outgoing officer should prepare the following documents throughout their term into a transition manual to present at the transition meeting. The purpose of this manual is to ease officer transition and promote SSIG continuity. See Appendix B: Transition Manual Template.

A. Goals for the recent term and progress towards those goals.

B. Officer evaluation sheet outlining successes and opportunities for improvement during the recent term of office.

C. Action Tracker calendar with a term timeline of when the officer completed tasks.

D. Contact sheet including contact information for relevant resources.

E. Summaries of planned events and other related documents.

Section 3 Incoming Officer Responsibilities

A. Communicate with the outgoing officer to determine and attend a transition meeting.

B. Fill out an officer transition checklist to document the completion of officer transition. This checklist should be submitted to the outgoing secretary. See Appendix C: Officer Transition Checklist.

Section 4 President Responsibilities

A. The outgoing president should actively mentor the incoming president on duties of the office both at the conclusion of office term and throughout the incoming officer’s term in office.
B. The incoming president should attend meetings of the outgoing Executive Board as part of officer training and transition.

ARTICLE VII. OFFICER DISMISSAL
Section 1 Grounds for Dismissal
Ground for dismissal from office are as follows.
A. Noncompliance with SSIG or NYPTA policies and procedures.
B. Failure to perform assigned tasks and fulfill required responsibilities.
C. Failure to attend required meetings.

Section 2 Procedure for Dismissal
When any SSIG member has reason(s) to call for the dismissal of a SSIG Officer,
A. A written request shall be submitted to the SSIG President.
B. A copy of the written request is to be sent to the SSIG Secretary and NYPTA Executive Director.
C. The SSIG President shall initiate a review and the SSIG Executive Board shall make final determination of appropriate action.
D. To ensure timely resolution, vote may be by email, phone, or at a SSIG Executive Board meeting.
E. Should dismissal be recommended, the SSIG Officer will be notified in writing of the decision and grounds for dismissal.
F. The SSIG Executive Board must then take action to fill the vacancy.

Section 3 Appeal Process
A SSIG Officer who has been dismissed by the SSIG Executive Board has the right to appeal the decision within two weeks. The appeal process is as follows.
A. The appeal of dismissal must be submitted in writing to the SSIG President.
B. A copy of the appeal should be sent to the NYPTA Executive Director.
C. The SSIG President will initiate a review by the SSIG Executive Board.
D. If the SSIG Executive Board reverses its decision, the member will be reinstated for the remainder of his/her term.
APPENDIX A: NOMINATION FORM TEMPLATE

The sample form can be found here: https://goo.gl/forms/0x2bLaUwznquwABg1

2017 Student Special Interest Group
Nomination Form

Nominee’s name: ________________  Email address: _______________________

Cellphone #: ________________  APTA Membership # ________________

Check one:  □ PT Student  □ PTA  □ Student

School: ________________  Expected Graduation Date: __________

I wish to nominate myself for the following position (please pick only one per form):

☐ President  ☐ Conclave Chair
☐ Vice President  ☐ Advocacy Chair
☐ Secretary  ☐ Service Chair
☐ Treasurer  ☐ Nominating Chair
☐ Communications Chair  ☐ Regional Representative

Declaration of Intent: please include why you are interested, prior relevant experience, and goals for your term in this position (300 words or less).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The Student Special Interest Group is a component of the New York Physical Therapy Association.
APPENDIX B: TRANSITION MANUAL TEMPLATE

Student Special Interest Group Of the NYPTA

Officer Transition & Training Manual
Position: ___________________________  Term of Office: ____________

What were your goals for your term?

1. 
2. 
3. 

Successes:

What were some of your success in your position?

What did you like most about your job?

What programs should continue to be implemented within your position?

What are some successful practices that helped you throughout your position?

If not already discussed, what were some of the successful goals completed?
Opportunities:

What are some opportunities for improvement for this position?

What were some of the obstacles for this position? How did you overcome these?

What were some problems that arose this past year?

What could be improved this year: by you? By the SSIG? Others?

Action Tracker Calendar: What did you do or think about each month?

Winter Break

January

February
November


December


Resources/ contacts for this position:

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<th>Position</th>
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Please attach any documents detailing past planned events, as well as any other documents relevant to your position.
APPENDIX C: OFFICER TRANSITION CHECKLIST

Position: __________________________

Outgoing Officer Name: __________________________ Email: __________________________

Incoming Officer Name: __________________________ Email: __________________________

Did the outgoing officer provide up to date resources/ officer notebook?  Yes ___ No ___

Did the outgoing officer share goals from the previous year?  Yes ___ No ___

Did the outgoing officer share duties and responsibilities of this position? Yes ___ No ___

Did the outgoing officer review programming timeline and budget?  Yes ___ No ___

Does the outgoing officer feel that the bylaws and procedure manual are accurate of the position?  Yes ___ No ___

If No, what does the officer feel needs to be changed?

Outgoing Officer Signature: __________________________  Date: __________

Incoming Officer Signature: __________________________  Date: __________

Incoming President Signature: __________________________  Date: __________