BYLAWS
STUDENT SPECIAL INTEREST GROUP
Of the New York Physical Therapy Association

ARTICLE I: TITLE

The title of this organization is the Student Special Interest Group of the New York Physical Therapy Association, hereinafter referred to as the SSIG. The SSIG is a special interest group of the New York Physical Therapy Association, hereinafter referred to as the NYPTA. The NYPTA is a chapter of the American Physical Therapy Association, hereinafter referred to as the APTA. Doctorate of physical therapy and physical therapist assistant academic programs in the state of New York shall hereinafter be referred to as academic programs. Doctorate of physical therapy and physical therapist assistant students enrolled in New York State academic programs shall hereinafter be referred to as students.

ARTICLE II: PURPOSE

The purpose of the SSIG is to enhance the student educational experience, foster a strong student community, and create a foundation for students to be actively involved in the physical therapy professional community throughout their career.

ARTICLE III: OBJECTIVES

The objectives of the SSIG are as follows:
A. Create opportunities for students to meet, network, and learn.
B. Provide a format for social interaction and the sharing of news and ideas between students from different academic programs.
C. Represent and respond to the interests of student members.
D. Facilitate the organizing of student conclaves to encourage networking between students and professionals and to provide up to date educational information.
E. Facilitate student participation in events promoting the profession of physical therapy and membership in the APTA and NYPTA.
F. Encourage student legislative action, involvement, and understanding of issues pertaining to the future of physical therapy.
G. Promote student involvement in the greater community through service opportunities.
H. Prepare SSIG members for future participation and leadership roles within the APTA and NYPTA.

ARTICLE IV: MEMBERSHIP

Students who are members of the APTA and NYPTA are considered members of the SSIG.

ARTICLE V: OFFICERS

Section 1
The Executive Board Officers of the SSIG are the President, Vice President, Secretary,
Section 2 Qualifications
A. Members of the SSIG are eligible to serve as an officer if they complete an application and are in good standing with the NYPTA and APTA.
B. No more than two officers should come from one school.

Section 3 Duties
A. President
1. Official spokesperson of the SSIG to student members and the NYPTA.
2. Creates Executive Board meeting agendas and presides over all Executive Board and advisory panel meetings.
3. Ensures that SSIG officers perform their assigned roles, as outlined in the bylaws.
4. Moderates board discussion on progress towards goals.
5. Must not be in final year of academic program.

B. Vice President
1. Assists President with duties as needed.
2. Acts as liaison between the Executive Board and the Regional Representatives, and communicates regularly with them.
3. Promotes regional student activities through regular meetings with Regional Representatives.
4. Must not be in final year of academic program.

C. Secretary
1. Schedules regular Executive Board meetings and notifies relevant officers of each meeting as per bylaws.
2. Schedules Board of Representatives meetings and notifies relevant officers of each meeting as per bylaws.
3. Keeps all Executive Board and Board of Representatives meeting minutes.
4. Maintains all SSIG documents in an organized manner.

D. Treasurer
1. Proposes the annual budget.
2. Maintains record of spending throughout the year.
3. Regularly reports the financial status of the SSIG to the Executive Board.
4. Communicates with NYPTA for any requests or disbursement of funds.

E. Communications Chair
1. Maintains an active SSIG social media presence to improve SSIG visibility and transparency to all members.
2. Promotes opportunities for students to interact with SSIG board via social media.
3. Creates a SSIG newsletter, with consultation of the President, on a bi-annual basis to improve SSIG visibility and transparency to members.
4. Ensures that all SSIG communications uphold the values of the NYPTA.

F. Nominating Committee Chair
1. Leads the Nominating Committee in preparing a slate of candidates for SSIG elections in the fall and winter seasons.
2. Fosters activities throughout the year that maintain and promote a pool of nominees.
3. 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.

Section 4 Term of Office
The term of office shall be one year or until a successor is elected, beginning on January 1; an officer may only be re-elected for one successive term to the same office.

Section 5 Vacancies
The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of vacancy in the office of President, the Vice President shall succeed to the position of President for the unexpired portion of the term and the office of Vice President shall be declared vacant. Vacancies of any office other than President shall be filled by executive board appointment for the unexpired portion of the term.

ARTICLE VI EXECUTIVE BOARD

Section 1 Composition
There shall be an executive board consisting of the President, Vice President, Secretary, Treasurer, Communications Chair, an ex-officio Core Ambassador, and an ex-officio member without a vote appointed by the NYPTA Executive Committee.

Section 2 Duties
The duties of the Executive Board shall include but are not limited to:
   a. Promoting all objectives of the SSIG.
   b. Establishing the SSIG strategic plan for the year.
   c. Deciding financial matters of the SSIG.
   d. Fostering development, growth, and continuity of the SSIG.
   e. Coordinating regular discussion of SSIG goals.
   f. Creating any standing or special committees and task forces as needed.

Section 3 Meetings
A. Regular Executive Board Meetings
Regular meetings of the SSIG Executive Board should be held on a monthly basis. Notice of each regular meeting should be given to all Executive Board members at least seven days in advance.

B. Special Meetings
The President of the Executive Board must call a special Executive Board meeting within thirty days upon the written request of three elected members or liaisons. Notice of a special meeting should be given to all Executive Board members at least seven days prior to the meeting date.
ARTICLE VII: REGIONAL REPRESENTATIVES AND SSIG LIAISONS

Section 1 Regional Representatives
A. There should be seven Regional Representatives to represent a subset of academic programs in the state.

B. Regions are as follows:
   1. Brooklyn/Staten Island Representative: Long Island University, College of Staten Island, SUNY Downstate, and Kingsborough Community College
   2. Greater New York Representative: Columbia University, New York University, Hunter College, Touro College - Manhattan Campus, and LaGuardia Community College
   3. Long Island Representative: New York Institute of Technology, Stony Brook University - Stony Brook Campus, Stony Brook University - Southampton Campus, Touro College - Bayshore Campus, Nassau Community College, and Suffolk County Community College
   4. Western Representative: D'Youville College, Daemen College, University at Buffalo, Genesee Community College, Niagara County Community College, and Villa Maria College
   5. Hudson Valley Representative: Dominican College of Blauvelt, Mercy College, New York Medical College, and Orange County Community College
   6. Mid-Central Representative: Ithaca College, Nazareth College, SUNY Upstate, Onondaga Community College, and SUNY Broome Community College
   7. East-Central Representative: Clarkson University, The Sage Colleges, Utica College, Herkimer County Community College, and SUNY College of Technology - Canton

C. Duties
   1. Communicates with the Vice President to provide the SSIG with updates on regional student activities and events.
   2. Disseminates SSIG information to SSIG Liaisons of his or her respective region.
   3. Mobilizes academic programs in his or her respective region to develop and participate in local events, including but not limited to social/networking events, advocacy efforts, lectures, and community service projects.

D. Meetings
   Each Regional Representative should meet at least three times per year with the designated SSIG Liaisons to communicate information between the SSIG and each academic program and to plan local opportunities for students. Notice of these meetings should be given to all and at least seven days in advance communicated to the Vice President.

Section 2 SSIG Liaisons
A. Students may volunteer as SSIG Liaisons to serve as a connection between their academic program and the SSIG. Academic programs are not required to have a liaison, but are encouraged to do so.

B. SSIG Liaisons must be student members in good standing with the NYPTA and APTA.

C. The term of office for SSIG Liaisons shall be one year or until a successor is elected; liaisons may only be re-elected for one successive term to the same office.

D. Duties of a SSIG Liaison shall be as follows:
1. Sends SSIG newsletter to students in his or her academic program.
2. Communicates regularly with his or her Regional Representative to exchange information and help develop local opportunities for students.
3. Promotes involvement in the SSIG to students in his or her academic program.

**E.** Vacancies of a SSIG Liaison position should be filled by the respective school as may be defined in the Procedure Manual.

**ARTICLE VIII: OTHER COMMITTEES**

**Section 1 Nominating Committee**

A. There shall be a Nominating Committee that exists to oversee the election process and should be comprised of a Nominating Committee Chair, who is elected on an annual basis, and two other members as may be defined in the Procedure Manual.

B. The duties of the Nominating Committee shall be to a) prepare a slate of candidates b) and present the slate to SSIG members at least two weeks prior to annual SSIG elections. The duties of the Nominating Committee may be further defined in the Procedure Manual.

C. Each member shall serve a one year term or until a successor is elected.

**Section 2 Advisory Panel**

A. There should be an Advisory Panel consisting of all committee chairs or task force chairs as may be defined in the Procedure Manual.

B. The duties of the Advisory Panel should be to provide counsel to the Executive Board and to supplement the objectives of the SSIG by promoting student involvement.

C. The Advisory Panel should meet with the Executive Board at least three times per year. Notice of the meetings should be given to all Advisory Panel and Executive Board members at least seven days in advance.

**Section 3 Board of Representatives**

A. There should be a Board of Representatives consisting of the Vice President and all Regional Representatives.

B. The duties of the Board of Representatives should be to a) carry out the SSIG’s purpose and objectives at the local level b) by accomplishing responsibilities of the Vice President and Regional Representatives, as defined in Article V, Section 3B and Article VIII, Section 2C.

C. The Board of Representatives should meet at least three times per year. Notice of the meetings should be given to all members of the Board of Representatives and to the President at least seven days in advance.

**Section 4 Qualifications**

All members of SSIG committees must be in good standing with the NYPTA and APTA.

**ARTICLE IX: MEETINGS OF THE SSIG**

**Section 1**

In those years the NYPTA holds a State Conference, the SSIG may hold a membership
meeting providing there are the financial resources to do so.

Section 2
SSIG meetings may be held at regional student conclaves providing that any actions taken are communicated to the general SSIG membership.

Section 3 Voting
All SSIG members present at a SSIG meeting shall have one vote.

ARTICLE X: NOMINATIONS AND ELECTIONS

Section 1 Nominations Process
A. Positions that shall be elected by the SSIG on an annual basis are the President, Vice President, Secretary, Treasurer, Nominating Committee Chair, Regional Representatives, and Advisory Panel Officers.
B. Applications should open the summer preceding elections. Interested members must submit an application as outlined in the Procedure Manual.
C. After the application period closes, the Nominating Committee shall develop the slate for each open position from the applicants.
D. The Nominating Committee shall present the slate of candidates to the SSIG members at least two weeks prior to the elections.

Section 2 Elections
A. Elections should be held in the fall by electronic means; each SSIG member is entitled to one vote.
B. Election shall be by plurality vote; in the event of a tie, election shall be determined by random means.
C. In the event that there is not at least one candidate running for a position, that position shall be filled by appointment.
D. Results of the elections shall be announced and posted upon completion of tallying votes. Election results should be disseminated to all SSIG members within 30 days of the election.

ARTICLE XI: FINANCES
A. The fiscal year is that of the NYPTA.
B. The annual budget will be proposed by the SSIG Treasurer and approved by the Executive Board.
C. The SSIG shall notify NYPTA of all of its financial transactions and provide documentation. The SSIG’s funds shall be managed by the NYPTA.

ARTICLE XII: OBLIGATIONS
The SSIG shall:
A. Conduct its affairs in accordance with these bylaws that shall not be inconsistent with NYPTA or APTA bylaws and that shall be approved by the NYPTA Board of Directors.
B. Maintain complete and accurate financial records that shall be audited annually.
C. Inform the NYPTA of SSIG activities and submit to the NYPTA annual reports of its
activities and such other reports as may be requested by the NYPTA Board of Directors.

D. Hold meetings in conformity with NYPTA policy.
E. Be self-supporting.
F. Issue a statement that members of the SSIG are not required to belong to APTA section or special interest group of like nature.
G. Coordinate all SSIG activities within the component's calendar and time frames.
H. Cooperate in carrying out NYPTA activities and supporting component projects.
I. Further the object and functions of the NYPTA as set forth in the NYPTA bylaws.

ARTICLE XIII: DISSOLUTION

A. By the Delegate Assembly
The Delegate Assembly may, by a two-thirds vote, dissolve the SSIG if the SSIG fails to satisfy its obligations as set forth in the NYPTA bylaws or has failed to observe the limitations upon its activities herein set forth. The Delegate Assembly shall have the power to act only upon the recommendation of a majority of the NYPTA Board of Directors after the SSIG has been given timely notice of charges against it and the opportunity to be heard in its own defense.

B. By the SSIG
The SSIG may petition the NYPTA Board of Directors to dissolve on an affirmative two-thirds vote of those present and eligible to vote as long as the motion to petition was made available to student members via mail, email, or student web page at least thirty days prior to the vote.

ARTICLE XIV: AMENDMENTS

The members may amend these bylaws by a two-thirds vote.
A. These bylaws may be amended in whole or part by a two-thirds vote of the members of the SSIG present and voting. Members of the SSIG should be provided with a notice of meeting at least thirty days prior to the voting and a copy of the proposed amendments via mail, email, or student website.
B. If the intent of an amendment is editorial or to bring the SSIG bylaws into agreement with the bylaws or policies of the APTA or NYPTA, the amendment should be made as required by the NYPTA Judicial Committee with notification to the NYPTA Board of Directors and the SSIG Executive Board.
C. Amendments to the SSIG bylaws shall become effective immediately upon approval of the NYPTA Board of Directors.