

Wisconsin Student Special Interest Group Policies and Procedures

ARTICLE I. NAME

The formal name of this organization is the Student Special Interest Group of the Wisconsin Chapter of the American Physical Therapy Association. Hereafter referred to as the SSIG and WPTA (Wisconsin Physical Therapy Association).

ARTICLE II. PURPOSE

The purpose of the SSIG shall be to provide a means by which student physical therapists and student physical therapist assistant members having a common interest may meet, confer, and promote the interests of their membership category, the Chapter and the Association.

ARTICLE III. OBJECTIVES

The objectives of the SSIG shall be to:

- Promote the role of students in physical therapy;
- Increase active participation and promote leadership of students within the APTA and WPTA;
- Exchange information, identify and respond to issues concerning student physical therapists and student physical therapist assistants;
- Represent the interests of SSIG members before the official decision-making bodies of the Chapter and Association;
- Assist the WPTA and the APTA in furthering the profession of physical therapy in Wisconsin;
- Support the provisions of the Association and Chapter bylaws, policies and other enactments.

ARTICLE IV. MEMBERSHIP

Section 1: Qualifications

Membership in the SSIG shall be open to all student physical therapist and student physical therapist assistant members in good standing of the association and chapter enrolled in a physical therapist or physical therapist assistant education program.

Section 2: Rights and Privileges of Members

All student physical therapists and student physical therapist assistants have the right to attend meetings and speak; only members of the SSIG have the right to hold office, make motions, and vote.

Section 3: Good Standing

An individual member is in good standing within the meaning of these policies and procedures if the member is in good standing with the WPTA.

Section 4: Disciplinary Action

Any member of the SSIG who is suspended by the Association shall have their membership privileges revoked from the SSIG. Any member who is expelled from membership in the Association shall be expelled from the SSIG.

At such time as dues may be established, any member of the SSIG who fails to make timely payment of the required SSIG dues shall be expelled from SSIG membership.

Section 5: Reinstatement

Any former member of the SSIG who is in good standing in the Association and Chapter and who meets the qualifications for membership in the SSIG may be reinstated to membership.

ARTICLE V. MEETINGS

Section 1: Meetings

The SSIG shall hold biannual meetings of the membership each calendar year, for the conduction of business. Attendance is open to SSIG members and guests approved by the SSIG officers. Notice of these meetings will be given to the membership at least 30 days prior to each meeting.

Section 2: Special Meetings

Special meetings may be called by the Chapter Board of Directors, SSIG Executive Board, or any ten (10) members, provided that thirty (30) days notice is given to all members. Attendance is open to SSIG members and guests approved by the SSIG officers.

Section 3: Minutes

Minutes shall be taken at all business meetings of the SSIG. The original of such minutes shall be retained in the Chapter office.

Section 4: Committees

Committees may be formed by the Executive Board of the SSIG as deemed necessary to carry out the work of the SSIG. Committee Chairs may be appointed by the SSIG's Executive Board. Committee chairs are responsible for committee members, as well as outlining and carrying out the goals of the committee under the direction of the SSIG. Only members of the SSIG can serve, and they are eligible to serve if they have been SSIG members in good standing.

Committees can be dissolved at any time as deemed appropriate by the Executive Board of the SSIG.

ARTICLE VI. EXECUTIVE BOARD OFFICERS

Section 1: Composition

The Executive Board shall be the Chair, Vice Chair, Nominating Committee Chair, Secretary, and Core Ambassador.

Section 2: Qualifications

Only such members of the SSIG who have consented to serve, shall be eligible for election to office if they have been a SSIG member in good standing for at least two months immediately preceding the election for office. Executive Board Officers must be students in good academic standing with their program through their entire year of service. Only first year DPT students are eligible for election to Vice Chair. The Nominating Committee Chair is not eligible to run for election for a second term of office on the SSIG Executive Board. At any point in their term, Executive Board Officers may not hold more than one Executive Board position.

Section 3: Term of Office

Each officer shall serve a term of one year. The Vice Chair, Secretary, and Nominating Committee Chair shall be elected by the third week of January and shall transition into office by the second week of February. By the second week of February, the individual who served as Vice Chair during the previous year will assume the position of Chair. The Core Ambassador (CA) is selected by the Academic Liaison Committee. The term of office of the CA is outlined by the APTA Student Assembly.

In the event an officer is inactive and does not fulfill his or her described duties for a period of one or more months, the Executive Committee shall have the authority to remove the individual from office by a two-thirds vote leaving the office vacant. The office may then be filled as prescribed by the Executive Committee.

Section 4: Executive Board Officers & Duties

The Officers shall have the rights and duties respectively assigned to them as follows:

1. Chair

The responsibilities of the Chair shall include :

- Prepare agendas for all SSIG meetings.
- Preside at the meetings of the SSIG and meetings of the Executive Board.
- Serve as the official spokesperson of the SSIG to the WPTA and Academic Liaison Committee.
- Represent the SSIG Executive Board at WPTA Board of Director Meetings. In the case that the Chair cannot attend WPTA Board of Director Meetings, it is the responsibility of the Chair to designate another SSIG Board Member to attend the meeting and fulfill any SSIG duties.
- Coordinate and oversee all activities of the SSIG Executive Board to maximize effective communication, timely completion of projects, conference representation, and student activities.
- Keep records of the role and responsibilities of the Chair to ease the transition to successor.

2. Vice Chair

The responsibilities of the Vice Chair shall include

- Assume the duties of the Chairperson within the SSIG and in the event of his/her absence or inability to preside for any cause.
- Following one complete year of service, the Vice Chair will assume the position of Chair.
- Account for the SSIG funds and preparing a financial report for the membership at the first meeting of the year.
- Organize at least one SSIG fundraising event during term of office.
- Maintain and coordinate all necessary updating of the SSIG Policies and Procedures.
- Keep records of the role and responsibilities of the Vice Chair to ease the transition to successor.
- Only first year DPT students are eligible for election to Vice Chair.

3. Nominating Committee Chair

The responsibilities of the Nominating Committee Chair shall include:

- Generate student interest in SSIG membership and involvement.
- Oversee the nomination and election process for the Executive Board.
- Serve as Chair of the Nominating Committee.
- Keep records of the role and responsibilities of the Nominating Committee Chair to ease the transition to successor.
- The Nominating Committee Chair is not eligible to run for election for a second term of office on the SSIG Executive Board.

4. Secretary

The responsibilities of the Secretary shall include:

- Keeping and distributing the minutes of the SSIG and Executive Board meetings.
- Maintain the SSIG archives of official records, documents, and membership, including overseeing the documentation of the roles and responsibilities of the SSIG Executive Board.
- Compile and distribute the SSIG newsletter.
- Notify SSIG members of the date, time, and location of all meetings.
- Maintain all Wisconsin PT/PTA Student Social Media.
- Keep records of the role and responsibilities of the Secretary to ease the transition to successor.

5. Core Ambassador

The responsibilities of the Core Ambassador shall include:

- Fulfilling the Core Ambassador responsibilities as outlined by APTA.
- Maintaining student and faculty contacts at the PT and PTA programs in Wisconsin.
- Serving as the Committee Chair for the WPTA Conference Committee.
- Communicating APTA SABoD initiatives to the SSIG.
- Maintaining communication with the WPTA Academic Liaison Committee.
- Keep records of the role and responsibilities of the Core Ambassador to ease the transition to successor.

Section 5: Vacancies

In the event the Chair is unable to serve, the Vice Chair shall assume the position of Chair. All other vacancies of elected officers shall be filled by appointment of the Chair upon the approval of the other Executive Board officers or upon election for the unexpired portion of the term.

The Board shall, in addition to the duties otherwise imposed by these policies and procedures and SSIG policies:

- Attend scheduled and special meetings of the Board.
- Carry out the mandates and policies of the SSIG as determined by the membership.
- Direct all business and financial affairs for and on behalf of the SSIG.
- Foster the growth and development of the SSIG.
- Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Objectives.
- Create and appoint task forces or committees needed to carry out the functions of the SSIG.
- Serve as a liaison to designated SSIG committee(s).
- Review and revise SSIG policies as needed.

ARTICLE VII. ELECTIONS

The Vice Chair, Secretary, and Nominating Committee Chair shall be elected annually by a majority vote. Elections will be held by the third week of January and officers shall transition into their new role by the second week of February. The results shall be disseminated to the membership within thirty (30) days of the election. The Core Ambassador is selected by the Academic Liaison Committee. The term of office of the CA is outlined by the APTA Student Assembly.

During the months of October and November, the Nominating Committee is responsible for distributing applications for Secretary, Nominating Committee Chair, and Vice Chair. Applications are due by the first week of December. By the third week of December, the Nominating Committee will announce to the SSIG membership the candidates slated for the ballot. The nominating committee reserves the right to suggest that candidates be slated for a different position than initially applied for based on candidate qualifications. The nominating committee reserves the right to determine a minimum and maximum number of candidates to be slated for each position.

Individuals slated for the ballot may campaign in a positive manner beginning at the announcement of the candidates during the third week of December. Campaigning may include sharing one's interest in the APTA and experiences relevant to the position. No negative campaigning will be tolerated. The nominating committee reserves the right to manage campaigning as necessary.

ARTICLE VIII. FINANCES

Section 1: Fiscal Year

The fiscal year of the SSIG shall be the same as that of the Chapter.

Section 2: Budget

An annual budget shall be developed by the SSIG Vice Chair, approved by the Executive Board and made available for the information of the membership. Budgetary updates will be provided at each meeting. Finances will be managed by the WPTA.

Section 3: Limitation of Expenditures

No officer, employee, 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 Board. The Board shall not commit the SSIG to any financial obligation in excess of its current fiscal resources.

Section 4: Dues

There are no dues for SSIG membership. The Board may implement or modify dues with membership approval.

Section 5: Fundraising

The SSIG shall complete at least one fundraiser annually. All fundraisers must be in compliance with Wisconsin law and Chapter policy. Proceeds from fundraising will be used for SSIG expenses throughout the year.

ARTICLE IX. DISSOLUTION

Dissolution of the SSIG must be done in accordance with Chapter bylaws.

ARTICLE X. REVIEW & AMENDMENTS

These Policies and Procedures will be reviewed by the SSIG Executive Board at a minimum of one time every two years. Policies and Procedures may be amended with the approval of a majority vote of the SSIG Executive Board. Amendments to the SSIG policies and procedures become effective upon approval by the WPTA Board of Directors.

Deleted:

ARTICLE XI. HIGHER AUTHORITY

In addition to these Policies and Procedures, the SSIG is governed by the WPTA and Association Bylaws, Standing Rules, and Policies.