

# American Physical Therapy Association of New Jersey

## Pediatric Special Interest Group

### MISSION STATEMENT

The Pediatric Special Interest Group of the American Physical Therapy Association of New Jersey is committed to educating its members, encouraging the exchange of ideas and fostering an arena of support for the practice of pediatric physical therapy in this state.

Our objectives for each meeting are to:

- 1) Allow for networking and informal discussion among our members.
- 2) Provide relevant clinical information and education to members.
- 3) Discuss issues important to the local or state-wide practice of pediatric physical therapy and encourage support for action needed on these issues.

### STANDING RULES

#### I. MEETINGS

- A. Meetings shall be held three to four times per year, including Annual Conference.
- B. Meetings will include a business meeting and a continuing education section, based on the following suggested fee schedule.
- C. Suggested fee for non-members in a 3-hour format is \$25.00. Meetings that are shorter or longer than the suggested format will base the non-member fee on the length of the meeting. Suggested fee minimum of \$10, maximum of \$50.00.
- D. Meeting locations will vary according to distribution of the membership and availability of host facilities
- E. SIG Board Meeting shall take place at least once yearly.

#### II. ELECTION OF OFFICERS

- A. Election of officers will take place at the May meeting (or the last meeting of the year). The chairperson and treasurer will be elected in the even numbered years. The vice chairperson (or continuing education chairperson) and the secretary will be elected in odd numbered years. The slate of officers should be announced in the Jargon, if possible.
- B. There must be a quorum of 10 voting members in addition to the SIG Board members. Only Association members are eligible to vote.
- C. Election results are by ballot or voice vote as described in Article VI, Section 4B of the Association By-laws.

#### III. OFFICERS

- A. The officers of the Pediatric SIG are: Chairperson, Vice-Chairperson(s), Secretary, and Treasurer.
- B. Each office has a term of two (2) years. No officer can serve more than two consecutive terms (or 4 years) in the same position.
- C. Officer positions may be shared by up to three members. For example, Co-Chairpersons; more than one Vice-Chairperson; Recording/Corresponding Secretaries; Co-Treasurers.
- D. In the event the chairperson office is vacant, the Vice-Chairperson(s) shall assume the position. In the event any other SIG office is vacant, the SIG Chairperson, in

consultation with the SIG Board officers, shall appoint a replacement for the duration of the term.

E. Responsibilities of the SIG officers

1. Chairperson
  - a. Shall preside at SIG Board and general meetings.
  - b. Shall be ex-officio member of all committees except nominating committee
  - c. Shall attend Association Board Meeting as requested.
  - d. Shall communicate with Association Board Liaison as needed.
  - e. Shall submit a written report of SIG activities to the Association Board by January 15 each year.
2. Vice Chairperson
  - a. Shall coordinate all continuing education programs for the SIG meetings.
  - b. Is responsible for submitting the meeting announcement form to the Association Office and forwarding a copy to SIG Secretary for each SIG meeting.
  - c. Shall preside at SIG meetings in the absence of the SIG Chairperson.
3. Secretary
  - a. Shall record minutes of all SIG meetings and forward a copy to SIG Chairperson, Association Office, and to the Association Board of Directors' SIG liaison.
  - b. Shall send pertinent information to the Association office for publication in the Jersey Jargon.
  - c. Shall attend to matters of correspondence such as letters of confirmation and thanks pertaining to SIG activities.
  - d. Shall keep a record of attendance for SIG meetings and submit updated membership information to the Association Office.
  - e. Shall chair the Nominating Committee during an even-numbered year.
4. Treasurer
  - a. Shall prepare and submit an annual budget to the Association Board of Directors by October 15, each year.
  - b. Is responsible for keeping financial records of SIG funds and activities and corresponding with Association Treasurer as needed.
  - c. Shall submit request for SIG honorariums as needed.
  - d. Shall submit request for SIG reimbursements as needed.
  - e. Shall chair the Nominating Committee during odd years.

IV. COMMITTEES

A. Standing Committees

These are committees comprised of more than one SIG member who will elect their own chairperson.

B. Nominating Committee

Shall consist of three members -- one from each district.

1. Shall serve a one-year term.
2. Responsible for providing a slate of candidates for the SIG Board.
3. Elected by SIG membership at the January meeting.

V. REVIEW AND AMENDMENTS

Any review or amendments to THIS DOCUMENT will be done in accordance to Standing Rules and By-laws as written in the NJAPTA Chapter Operations Manual.

VI. 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 Association and Association by-laws and standing rules on structure, finance, obligations, dissolution, property and records and limitations and by the rules and procedures in the Association policies for special interest groups.

2/21/95

submitted by Lisa Leifer