

GERIATRICS
SPECIAL INTEREST GROUP

AMERICAN PHYSICAL THERAPY ASSOCIATION OF NEW JERSEY

STANDING RULES

Article 1: NAME

The name of this organization is the Geriatrics Special Interest Group of the American Physical Therapy Association of New Jersey, herein after referred to as the SIG and the APTAnj.

Article 2: PURPOSE

The purpose of this SIG is to meet the needs of the members of the APTAnj who are interested in specific issues relating to the geriatric population and to enhance our members' ability to provide best practice physical therapy.

Article 3: OBJECTIVES

The objectives of the SIG shall be to:

1. Hold meetings at least two times per year with one meeting being for the purpose of conducting general business and election of officers.
2. Allow for networking and informal discussions between members.
3. Provide relevant information and education to the members.
4. Discuss issues important to statewide or local practice of geriatric physical therapy and encourage support for action needed on these issues.
5. To work with and provide assistance to the Chapter Council of Directors when requested regarding geriatric issues or trends that will affect the provision of physical therapy services for all members in the chapter.
6. To inform and educate the public regarding the unique contributions of physical therapy to enhance the quality of life of all older adults.

Article 4: MEMBERSHIP

The criteria for membership in the SIG shall be the same as for the membership in the APTAnj. Rights of members are outlined in the bylaws of the APTAnj. No officer or member of the SIG shall serve as spokesperson for the Chapter without prior approval of the Chapter President.

Article 5: OFFICERS

- A. The officers of the SIG shall be Chairperson, Vice-Chairperson and Secretary.
- B. Qualifications of officers include:

Each officer shall have been a member of the APTA and APTAnj in good standing for one year immediately preceding the election.

- C. Duties: Chairperson shall

1. Preside at all meetings of the SIG and be an ex-officio member of committees except nominating committee.
2. Will submit yearly action plan and corresponding budget requests.
3. Appoint special committee chairpersons as needed.
4. Be responsible for official correspondence of the SIG.
5. Make an annual report.
6. Attend the Council of Directors meetings as requested.
7. Communicate with the Council Liaison on a bi-monthly basis regarding the activities of the SIG

- D. Duties: Vice Chairperson shall

1. Serve as Chairperson in the event the Chairperson is absent or unable to serve.
2. Succeed the Chairperson in case of a vacancy in that office.
3. Assume the other duties as delegated by SIG Chairperson.
4. Manage SIG finances as necessary.
5. Be responsible for coordinating all educational programming of the SIG.

E. Duties: Secretary shall

1. Record, read, correct, revise and maintain the minutes of all SIG meetings, a copy of which shall be sent to the APTAnj chapter office within thirty days of said meeting.
2. Conduct the official correspondence of the SIG, as requested by the Chairperson.
3. Assume other duties as delegated by the Chairperson.
4. Be responsible for submitting the meeting announcement forms to the Chapter office.
5. Keep a record of attendance for SIG meetings and submit updated membership information to the Chapter office.

Article 6: TERM OF OFFICE

- A. Each officer shall serve a two year term. No officer may serve more than two consecutive terms or four years in the same position.
- B. Elections will be held on a yearly basis. Chairperson elections will be held on odd years, secretary and vice chairperson will be held on even years.
- C. A term of office shall begin at the close of the meeting following election of the officers.

Article 7: COMMITTEES

- A. Nominating Committee shall consist of two members. They
 1. Shall serve a one year term.
 2. Be responsible for providing a slate of candidates for SIG Board
 3. Shall be elected by SIG membership.
- B. Other Committees
 1. The SIG members in conjunction with the Chairperson will determine the appropriate committees. Each committee will elect their Chairperson.

Article 8: FINANCES

- A. The SIG shall not charge annual dues but may levy assessments provided such assessments do not carry punitive action or loss of good standing and are approved by the Chapter Council of Directors.
- B. The Chapter Council of Directors shall have the authority to allocate monies to the SIG. All monies shall be disbursed by the Chapter Treasurer.

Article 9: REVIEW AND AMENDMENTS

Any review and amendments to this document will be done in accordance to Standing Rules and Bylaws as written in the APTAnj Chapter Operations Manual.

Article 10: 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 Chapter Bylaws and Standing Rules on structure, finance, obligations, dissolution, property, records, and limitations, and by the rules and procedures in the Chapter policies for special interest groups.