

APTA of Maryland Student Special Interest Group (SSIG)
Policies and Procedures/Rules of Order

I. NAME

The formal name of this organization is the Student Special Interest Group of the American Physical Therapy Association of Maryland (Maryland Chapter), hereafter referred to as the MD SSIG or the SSIG of the APTA of Maryland.

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 Maryland Chapter and the American Physical Therapy Association.

III. OBJECTIVES

The objectives of the SSIG shall be to:

- identify and respond to issues related to student members
- *provide monthly community service for non-profit organizations to improve community relations*
- promote awareness to of resources for PT and PTA students in the state of Maryland
- facilitate enriched education within the profession of physical therapy and other healthcare professions
- Encourage student involvement and advocacy for the physical therapy profession through the APTA

IV. MEMBERSHIP

Section 1: Qualifications

Any student physical therapist or student physical therapist assistant member of the Maryland Chapter who is enrolled in an accredited PT/PTA education program shall be considered a voting member of the SSIG.

Section 2: Rights and Privileges of Members

All student physical therapists and student physical therapist assistants of accredited PT/PTA programs in Maryland have the right to attend meetings and speak; only members of the SSIG have the right to hold office, make motions, and vote. The SSIG shall not profess or imply that it speaks for or represents the Maryland Chapter or members other than those currently holding membership in the SSIG unless authorized to do so in writing by the Board of Directors of the Maryland Chapter.

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 APTA of Maryland.

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.

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.

V. MEETINGS

Section 1: Meetings

The SSIG shall hold biannual meetings of the membership each calendar year, for the conduct 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. All meetings shall have a live online platform to broadcast meeting business to all members.

Section 2: Special Meetings

Special meetings may be called by the Maryland Chapter Board of Directors or SSIG Executive Board provided that thirty (30) days notice is given to all members. Attendance is open to SSIG members and guest 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.

VI. EXECUTIVE BOARD MEMBERS

Section 1: Composition

The Executive Board shall be the Chair, Vice Chair, Secretary, Nominating Committee Chair, School Liaisons, PTA Champion #1 and #2.

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. 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 during 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, Nominating Committee Chair, School Liaisons, PTA Champion #1 & #2 shall be elected by the third week of February and shall transition into office by the second week of March. By the second week of March, the individual who served as Vice Chair

during the previous year will assume the position of Chair. 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 APTA of Maryland
- Represent the SSIG Executive Board at the Maryland Chapter Board of Director Meetings. In the case that the Chair cannot attend the Maryland Chapter Board of Directors Meetings, it is the responsibility of the Vice Chair to attend. In the case that the Vice Chair cannot attend, 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.

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.
- Organize at least one SSIG community service event during term of office.

3. Secretary

The responsibilities of the Secretary shall include:

- recording the minutes for all official business of MD SSIG Meetings
- Oversee all content and maintenance of the MD SSIG website

4. 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
- Oversee MD SSIG social media platforms

- The Nominating Committee Chair is not eligible to run for election for a second term of office on the SSIG Executive Board.

5. PTA Champion #1

The responsibilities of the PTA Champion #1 shall include:

- bringing opinion, perspective, and/or concerns of the PTA students to the Executive Board
- will contribute at least 1 article to MD/SSIG blog
- oversee communication and collaboration for PTA student liaisons in MD

6. PTA Champion #2

The responsibilities of the PTA Champion #2 shall include

- bringing opinion, perspective, and/or concerns of the PTA student to the Executive Board
- will contribute at least 1 article to MD/SSIG blog
- oversee communication and collaboration for PTA student liaisons in MD
- only first year PTA students are eligible for PTA champion #2

7. School Liaisons

The responsibilities of the school liaison shall include:

- provide outreach to their individual programs about the SSIG and its' programming.
- provide feedback from their school regarding issues, hot topics, etc.

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 majority approval of the other Executive Board officers.

Section 6: Duties of the Executive Board

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 Executive 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.

VII. 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 shall be appointed by the SSIG's Executive Board. Committee chairs are responsible for organizing committee members, as well as outlining and carrying out the goals of the committee under the direction of the SSIG Executive Board. Only members of the SSIG can serve on committees. Committees can be dissolved at any time as deemed appropriate by the Executive Board of the SSIG.

VIII. ELECTIONS

The inaugural executive board members for the SSIG shall be appointed by the presiding President of the Maryland Chapter. Thereafter, the electoral process shall be initiated as follows:

The Vice Chair, Secretary, Nominating Committee Chair, PTA Champion #1, and PTA Champion #2 shall be elected annually by a majority vote via an online polling platform. A minimum of 25 ballots must be received in order for the election to be valid. Elections will be held by the third week of February and officers shall transition into their new role by the second week of March. The results shall be disseminated to the membership within thirty (30) days of the election.

During the months of November and December, the Nominating Committee is responsible for distributing applications for Secretary, Nominating Committee Chair, and Vice Chair. Applications are due by the third week of December. By the second week of January, 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 second week of January. 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.

IX. FINANCES

Section #1 Dues

There are no dues for SSIG membership.

Section #2 Additional Funding

For special events requiring additional funds, the executive board may propose a request in writing to the APTA of Maryland Board of Directors at least 60 days prior to the event.

X. DISSOLUTION

Dissolution of the SSIG must be done in accordance with the Maryland Chapter Bylaws and Standing Rules.

XI. 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 $\frac{2}{3}$ majority vote of the SSIG Executive Board and the Board of Directors of the Maryland Chapter. Amendments to the SSIG policies and procedures become effective upon final approval by the Maryland Chapter Board of Directors.

XII. HIGHER AUTHORITY

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