

Adolescents & Adults with Developmental Disabilities Special Interest Group Bylaws

Section on Pediatrics American Physical Therapy Association

I. STRUCTURE

A. Name

The name of this organizational shall be the Adolescents & Adults with Developmental Disabilities Special Interest Group (AADD-SIG) of the Section on Pediatrics of the American Physical Therapy Association (APTA).

B. Purpose

The purpose of the AADD-SIG shall be to provide a specific forum where individuals having a common interest in adolescents and adults with developmental disabilities who participate in educational employment and/or leisure activities may meet, confer, and promote patient care through education, clinical practice, and research.

C. Objectives

1. Focus on three areas:
 - a. Prevention, examination, and intervention of impairments in the adult with developmental disabilities to ensure maximum participation in society.
 - b. Intervention guidelines for the adult with developmental disabilities.
 - c. Promotion of understanding/advocacy of adolescents and adults with developmental disabilities through research and education.
2. Enhance physical therapy management of the three focus areas, based upon scientific foundation.
3. Provide a forum for the discussion of the three focus areas among physical therapists from the Section on Pediatrics, as well as other APTA Sections.
4. Provide education and promote interaction relative to the three focus areas among members to provide:
 - a. standards of entry-level physical therapy education programs;
 - b. standards of training guidelines, as well as terminology; and
 - c. standards for measurements protocols, as well as terminology relative to examination procedures.
5. Provide a forum for interaction with other health care professionals who treat adolescents and adults with developmental disabilities.
6. Provide a network for enhancing communication between clinicians, academicians, and researchers in physical therapy who are interested in guidelines for, as well as management of, disorders in adolescents and adults with developmental disabilities.

II. MEMBERSHIP

All members of the Section on Pediatrics are eligible to become SIG members. Interested Section members should contact the Executive Office to have their name placed on the AADD-SIG membership list. All APTA members are invited to attend AADD-SIG meetings and functions. Participants who are not members of the AADD-SIG will not be permitted to vote in the SIG business meeting but are encouraged to contribute to the discussion.

III. MEETINGS

A. Annual Meetings

One business meeting and one educational meeting of the AADD-SIG shall be held annually at the Combined Sections Meeting (CSM). In addition, one conference call among the AADD-SIG Executive Committee members will be conducted annually.

B. Educational Meetings

Additional educational meetings may be held during the course of the calendar year provided the AADD-SIG has been charged or approved by the Section on Pediatrics.

C. Special Meetings

A special meeting *must* be called upon written petition of 50% of the AADD-SIG membership.

D. Quorum

A minimum of 10 AADD-SIG members shall constitute a quorum.

IV. FINANCE

A. Dues

No dues will be charged to AADD-SIG members.

B. Funding

Donations may be received. The SIG will request funding from the Section on Pediatrics through appropriate procedures for strategic planning.

C. Annual Report

The AADD-SIG will provide an annual report on their activities and financial status to the President and Executive Officer of the Section on Pediatrics. The report must be submitted according to Executive Office schedules for preparing CSM (Section on Pediatrics annual meeting) agendas and report distribution.

V. OFFICERS

A. Appointed Officers

The officers of the AADD-SIG will include:

1. Chair
2. Vice-Chair
3. Secretary

Officers will be appointed by the Section on Pediatrics President and the appointed SIG Chair, in consultation with the Section Executive Committee.

Suggestions for AADD-SIG officers shall be submitted in writing to the AADD-SIG chair by a member of the AADD-SIG. Officers will serve a 2-year term, effective at the close of CSM or until the appointment of their successors. Only members of the AADD-SIG are eligible for appointment to office.

- B. The AADD-SIG Executive Committee
The three appointed officers will comprise the AADD-SIG Executive Committee. The Executive Committee shall have full power and authority over the affairs of the AADD-SIG, except it shall be subject to specific orders of the Section on Pediatrics.
- C. Vacancies
Any officer vacancies during the 2-year appointment will be filled upon recommendation of the AADD-SIG Executive Committee and appointed by the Section President.

VI. OFFICERS DUTIES

- A. Chair
 1. Facilitates all meetings of the AADD-SIG.
 2. Attends Section on Pediatrics Business Meetings and Board of Directors Meetings whenever possible at CSM or sends designee.
 3. Represents AADD-SIG at Section on Pediatrics meetings regarding AADD-SIG activities as required by the Section on Pediatrics Board of Directors.
 4. Provides one written report per year for CSM.
 5. Submits brief information relative to AADD-SIG functions and activities to the Executive Officer and Publications Chair for publication in the Section's newsletters and/or on Web site.
 6. Delegates tasks as necessary.
 7. Serves as a liaison to other Sections and organizations on issues dealing with adolescents and adults with developmental disabilities with approval of the Section's Executive Committee.
 8. Serves as a resource for information on adolescents and adults with developmental disabilities to the Section on Pediatrics.
- B. Vice-Chair
 1. Maintains a complete and accurate financial record of the AADD-SIG.
 2. Prepares annual budget and coordinates all other funding matters with the President or assigned Executive Committee member liaison of the Section on Pediatrics. Budget to be submitted no later than 2 months prior to the Section's Strategic Planning Meeting.
 3. Coordinates with the Program Chair of the Section on Pediatrics for AADD-SIG programming based on suggestions by the AADD-SIG participants.

4. Serves as the Chair in the Chair's absence.
- C. Secretary
1. Records, or provides for recording of, the AADD-SIG minutes which will be typed and distributed to the AADD-SIG Executive Committee and the Section on Pediatrics Board of Directors.
 2. Maintains all written records of the AADD-SIG with copies sent to the Section's Executive Office.
 3. Maintains AADD-SIG membership record with copies sent to the Section's Executive Office,
 4. Submits minutes to the SIG chair who summarizes them for publication in the newsletter(s) or annual report as appropriate.

VII. AMENDMENTS OF BYLAWS

These bylaws may be changed, subject to approval of the Board of Directors of the Section on Pediatrics, by two-thirds vote of the Section members present at the annual AADD-SIG business meeting at CSM, a quorum being present, provided that the Section members have been notified of the proposed change(s) in writing 30 days prior to the meeting.

VIII. VOLUNTARY DISSOLUTION

The AADD-SIG may be dissolved by a two-thirds vote if the AADD-SIG members present at any annual business meeting of the Section on Pediatrics, a quorum being present, providing that notice has been published in the Section's newsletter at least 30 days prior to the meeting.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the AADD-SIG in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order the AADD-SIG may adopt.