

# Early intervention Special Interest Group Bylaws

## SECTION ON PEDIATRICS AMERICAN PHYSICAL THERAPY ASSOCIATION

### I. STRUCTURE

#### A. Name

The name of this organizational structure shall be the Early Intervention Special Interest Group of the Section on Pediatrics of the American Physical Therapy Association, hereafter referred to as the EI-SIG, the Section and the Association respectively.

#### B. Purpose

The purpose of the EI-SIG shall be to provide forums where Section and Association members who have a common interest in providing effective physical therapy services for children with disabilities in early intervention settings may confer, meet, [share resource](#), and promote high standards of practice.

#### C. Objectives

1. Promote high quality of physical therapy service delivery for children with disabilities in early intervention settings through research, education, and information based on a scientific foundation.
2. Encourage, foster, gather, and disseminate research related to effective early intervention physical therapy intervention.
3. Promote evidence-based practice by physical therapists in early intervention settings.
4. Provide a forum for interaction and educational exchanges with other professionals who work in early intervention settings.
5. Provide a network for enhancing communication among early intervention physical therapists, academicians, and researchers in physical therapy who are interested in providing optimal services to children with disabilities in early intervention settings.
6. Encourage high quality of physical therapy in [early intervention](#) settings by promoting
  - a. high standards of entry-level physical therapy education;
  - b. high standards of clinical training; and
  - c. continued professional competence.

7. Advocate locally, regionally, and nationally for high quality services for children with disabilities in [early intervention](#) settings.

## **II. MEMBERSHIP**

All members of the Section are eligible to become EI-SIG members. Interested Section members need to contact the Executive Office to have their name placed on the EI-SIG membership list. All APTA members are invited to attend EI-SIG meetings and functions. Participants who are not members of the EI-SIG will not be permitted to vote at 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 EI-SIG shall be held annually at the Combined Sections Meeting (CSM). In addition, at least one conference call among the EI-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 EI-SIG has been charged or approved by the Section.

### **C. Special Meetings**

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

### **D. Quorum**

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

## **IV. FINANCE**

### **A. Dues**

No dues will be charged to EI-SIG members.

### **B. Funding**

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

### **C. Annual Report**

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

## **V. OFFICERS**

### **A. Appointed Officers**

The officers of the EI-SIG will include:

1. Chair
2. Vice-Chair
3. Secretary

Volunteers for officers will be sought from the EI-SIG membership. Names shall be submitted in writing to the Section on Pediatrics Executive Committee. The Section Executive Committee will then appoint the officers. Officers will serve a 2-year term, with the option of a second 2-year term, usually effective at the close of CSM or until the appointment of their successors. Only members of the EI-SIG are eligible for appointment to office.

### **B. EI-SIG Executive Committee**

The three appointed officers will comprise the EI-SIG Executive Committee. The Section Executive Committee shall have full power and authority over the affairs of the EI-SIG, [and](#) shall be subject to specific orders of the Section on Pediatrics.

### **C. Vacancies**

Officer vacancies during the 2-year appointment will be filled upon recommendation of the EI-SIG Executive Committee and appointed by the Section's Executive Committee.

## **VI. OFFICERS DUTIES**

### **A. Chair**

1. Facilitates all meetings of the EI-SIG.
2. Attends Section Business Meetings and Board of Directors Meetings whenever possible at CSM or sends designee.
3. Represents EI-SIG at Section on Pediatrics meetings regarding EI-SIG activities as required by the Section Board of Directors.
4. Provides one written report per year for CSM.
5. Submits brief information relative to EI-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 early intervention physical therapy with approval of the Section's Executive Committee.
8. Serves as a resource for information on early intervention practice for the Section.

**B. Vice-Chair**

1. Maintains a complete and accurate financial record of the EI-SIG.
2. Prepares annual budget and coordinates all other funding matters with the Section President or assigned Section Executive Committee member liaison. Budget is 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 for EI-SIG programming based on suggestions by the EI-SIG participants.
4. Serves as the Chair in the Chair's absence.

**C. Secretary**

1. Records, or provides for recording of the EI-SIG minutes which will be typed and distributed to the EI-SIG Executive Committee and the Section Board of Directors.
2. Maintains all written records of the EI-SIG with copies sent to the Section's Executive Office.
3. Maintains EI-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.
5. Maintains EI-SIG information/documents to share with members as requested.

**VII. AMENDMENTS OF BYLAWS**

These bylaws may be changed, subject to approval of the Board of Directors of the Section, by two-thirds vote of the Section members present at the annual EI-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 EI-SIG may be dissolved by a two-thirds vote of the EI-SIG members present at any annual business meeting of the Section, a quorum being present, providing that notice has been published in the Section's newsletter at least 30 days prior to the meeting.

In the event of dissolution of the EI-SIG, all property and records of whatever nature on the EI-SIG shall be conveyed to the Section.

**IX. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the EI-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 EI-SIG may adopt.