

Hospital-based Pediatric Special Interest Group Bylaws

SECTION ON PEDIATRICS AMERICAN PHYSICAL THERAPY ASSOCIATION

I. STRUCTURE

A. Name

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

B. Purpose

The purpose of the Hospital SIG shall be to provide forums where Section and Association members who have a common interest in providing effective physical therapy services for children in hospital-based pediatric settings may confer, meet, share resource, and promote high standards of practice.

C. Objectives

1. Define hospital based practice to include: pediatric ICU; cardiac ICU; NICU inpatient acute care; inpatient rehabilitation; outpatient rehabilitation settings; and contracted community services through the hospital system.
2. Promote high quality of physical therapy service delivery for children with disabilities in hospital-based pediatric settings through research, education, and information based on a scientific foundation.
3. Encourage, foster, gather, and disseminate research related to effective hospital-based pediatric physical therapy intervention.
4. Promote evidence-based practice by physical therapists in hospital-based pediatric settings.
5. Provide a forum for interaction and educational exchanges with other professionals who work in hospital-based pediatric settings.
6. Provide a network for enhancing communication among hospital-based pediatric physical therapists, academicians, and researchers in physical therapy who are interested in providing optimal services to children with disabilities in hospitals.
7. Encourage high quality of physical therapy in hospital-based pediatric settings by promoting

- a. high standards of entry-level physical therapy education;
 - b. high standards of clinical training; and
 - c. continued professional competence.
6. Advocate locally, regionally, and nationally for high quality services for children with disabilities in hospital-based pediatric settings.
 7. Collaborate and exchange ideas with other Section on Pediatrics and ATPA SIG groups who share common issues and challenges treating patients and their families requiring acute care services.

II. MEMBERSHIP

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

D. Quorum

A minimum of 10 Hospital SIG members shall constitute a quorum.

IV. FINANCE

A. Dues

No dues will be charged to Hospital SIG members.

B. Funding

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

C. Annual Report

The Hospital 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 Hospital SIG will include:

1. Chair
2. Vice-Chair
3. Secretary

Volunteers for officers will be sought from the Hospital 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 3-year term, with the option of a second term, effective at the close of CSM or until the appointment of their successors. Only members of the Hospital SIG are eligible for appointment to office.

B. Hospital SIG Executive Committee

The three appointed officers will comprise the Hospital SIG Executive Committee. The Section Executive Committee shall have full power and authority over the affairs of the Hospital SIG, and shall be subject to specific orders of the Section on Pediatrics.

C. Vacancies

Officer vacancies during the 3-year appointment will be filled upon recommendation of the Hospital SIG Executive Committee and appointed by the Section's Executive Committee.

VI. OFFICERS DUTIES

A. Chair

1. Facilitates all meetings of the Hospital SIG.

2. Attends Section Business Meetings and Board of Directors Meetings whenever possible at CSM or sends designee.
3. Represents Hospital SIG at Section on Pediatrics meetings regarding Hospital 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 Hospital SIG functions and activities to the Executive Officer and Publications Chair for publication in the Section's newsletters, blast e-mails, and/or on Web site.
6. Delegates tasks as necessary.
7. Serves as a liaison to other Sections and organizations on issues dealing with hospital-based pediatric physical therapy with approval of the Section's Executive Committee.
8. Serves as a resource for information on hospital-based pediatric practice for the Section.

B. Vice-Chair

1. Maintains a complete and accurate financial record of the Hospital 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 Hospital SIG programming based on suggestions by the Hospital SIG participants.
4. Serves as the Chair in the Chair's absence.

C. Secretary

1. Records, or provides for recording of the Hospital SIG minutes, which will be typed and distributed to the Hospital SIG Executive Committee and the Section Board of Directors.
2. Maintains all written records of the Hospital SIG with copies sent to the Section's Executive Office.
3. Checks with the Section's Executive Office when a SIG roster is needed. [ALL SIG FORMS ARE SUBMITTED TO THE OFFICE AND ARE MAINTAINED IN APTA'S MEMBERSHIP DATABASE]
4. Submits minutes to the SIG chair who summarizes them for publication in the newsletter(s) or annual report as appropriate.
5. Maintains Hospital 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 Hospital 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 Hospital SIG may be dissolved by a two-thirds vote of the Hospital 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 Hospital SIG, all property and records of whatever nature on the Hospital 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 Hospital 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 Hospital SIG may adopt.