

# **Neonatology Special Interest Group Bylaws**

## **SECTION ON PEDIATRICS American Physical Therapy Association**

### **I. STRUCTURE**

#### **A. Name**

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

#### **B. Purpose**

The purpose of the Neonatology SIG shall be to provide forums where Section and Association members may confer, meet, and promote high standards of practice for families and infants at high-risk for developmental disabilities in neonatal and outpatient settings.

#### **C. Objectives**

1. Promote high quality of physical therapy service delivery in neonatal intensive care units and outpatient settings for infants at high-risk for developmental disabilities and their families through research, education, and dissemination of information based on a scientific foundation.
2. Encourage, foster, gather, and disseminate research related to effective neonatal physical therapy intervention including family-centered care.
3. Promote evidenced-based practice by physical therapists in neonatology settings, the home, early intervention settings, and follow-up clinics.
4. Provide a forum for interaction and educational exchanges with other professionals who work in neonatal intensive care settings, the home, early intervention settings, and follow-up clinics.
5. Provide a network for enhancing communication among neonatal physical therapists, academicians, and researchers in physical therapy who are interested in providing optimal services to infants at high-risk for developmental disabilities and partnering with families in neonatal intensive care settings, the home, early intervention settings, and follow-up clinics.

6. Encourage high quality of physical therapy in neonatal intensive care settings, the home, early intervention settings, and follow up clinics 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 infants at high-risk for developmental disabilities and their families in neonatal intensive care settings, the home, early intervention settings, and follow-up clinics.

## **II. MEMBERSHIP**

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

### **D. Quorum**

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

## **IV. FINANCE**

## **A. Dues**

No dues will be charged to Neonatology SIG members.

## **B. Funding**

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

## **C. Annual Report**

The Neonatology 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. OFFICES**

## **A. Appointed Officers**

The officers of the Neonatology SIG will include:

1. Chair
2. Vice-Chair
3. Secretary

Volunteers for officers will be sought from the Neonatology 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 an option for a second 2-year term, usually effective at the close of CSM or until the appointment of their successors. Only members of the Neonatology SIG are eligible for appointment to office.

## **B. Neonatology SIG Executive Committee**

The three appointed officers will comprise the Neonatology SIG Executive Committee. The Section Executive Committee shall have full power and authority over the affairs of the Neonatology SIG, except it 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 Neonatology SIG Executive Committee and appointed by the Section's Executive Committee.

# **VI. OFFICERS DUTIES**

**A. Chair**

1. Facilitates all meetings of the Neonatology SIG.
2. Attends Section Business Meetings and Board of Directors Meetings whenever possible at CSM or sends designee.
3. Represents Neonatology SIG at Section on Pediatrics meetings regarding Neonatology 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 Neonatology 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 neonatology-based physical therapy with approval of the Section's Executive Committee.
8. Serves as a resource for information on neonatal physical therapy for the Section.

**B. Vice-Chair**

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

**C. Secretary**

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

5. Maintains Neonatology 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 Neonatology 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 Neonatology SIG may be dissolved by a two-thirds vote of the Neonatology 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 Neonatology SIG, all property and records of whatever nature on the Neonatology 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 Neonatology 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 Neonatology SIG may adopt.