

**AMERICAN PHYSICAL THERAPY ASSOCIATION  
SECTION ON PEDIATRICS  
SCHOOL BASED SPECIAL INTEREST GROUP BYLAWS  
Approved June 22, 2006**

**I. STRUCTURE**

**A. Name**

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

**B. Purpose**

The purpose of the SB-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 school-based settings may confer, meet, and promote high standards of practice.

**C. Objectives**

1. Promote high quality of physical therapy service delivery for children with disabilities in school settings through research, education, and information based on a scientific foundation.
2. Encourage, foster, gather, and disseminate research related to effective school based physical therapy intervention.
3. Promote evidenced-based practice by physical therapists in school based settings.
4. Provide a forum for interaction and educational exchanges with other professionals who work in school based settings.
5. Provide a network for enhancing communication among school-based physical therapists, academicians, and researchers in physical therapy who are interested in providing optimal services to children with disabilities in school-based settings.
6. Encourage high quality of physical therapy in school 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 school settings.

## **II. MEMBERSHIP**

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

### **D. Quorum**

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

## **IV. FINANCE**

### **A. Dues**

No dues will be charged to SB-SIG members.

### **B. Funding**

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

### **C. Annual Report**

The SB-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 SB-SIG will include:

1. Chair
2. Vice-Chair
3. Secretary

Volunteers for officers will be sought from the SB-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, usually effective at the close of CSM or until the appointment of their successors. Only members of the SB-SIG are eligible for appointment to office. Officers may serve no more than two consecutive terms.

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

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

## **VI. OFFICERS DUTIES**

### **A. Chair**

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

**B. Vice-Chair**

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

**C. Secretary**

1. Records, or provides for recording of the SB-SIG minutes which will be typed and distributed to the SB-SIG Executive Committee and the Section Board of Directors.
2. Maintains all written records of the SB-SIG with copies sent to the Section's Executive Office.
3. Maintains SB-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 SB-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 SB-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 SB-SIG may be dissolved by a two-thirds vote of the SB-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 SB-SIG, all property and records of whatever nature on the SB-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 SB-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 SB-SIG may adopt.