

Job Description: BIOPHYSICAL AGENTS SIG (BPASIG)

Original Adoption/Approval: 10-16-2018

Revised: ---

I. NAME AND RELATIONSHIP TO THE ACADEMY OF CLINICAL ELECTROPHYSIOLOGY AND WOUND MANAGEMENT, APTA, INC.

The name of this organization is the Biophysical Special Interest Group, hereinafter referred to as the BPA SIG. The BPA SIG shall be a special interest group of the Academy of Clinical Electrophysiology and Wound Management, APTA, Inc., hereinafter referred to as the Academy, which is a Component of the American Physical Therapy Association, hereinafter referred to as the Association.

II: PURPOSE

The purpose of the BPA SIG shall be:

- A. To provide a means and meet the needs of Academy members having a common interest in Biophysical Agents.
- B. To further the objectives of the BPA SIG and the Academy as expressed in the BPA SIG policies and Academy bylaws and policies.

III: OBJECTIVES

- A. Establish and promote the priorities and goals of the BPA SIG and the Academy.
- B. Provide clinical evidence-based guidelines.
- C. Establish and update DPT education with curriculum guidelines for an evidence-based curriculum when using Biophysical Agents.
- D. Identify, respond and advocate for areas of concern in state and federal legislation, regulatory and/or reimbursement relating to the practice of clinical Biophysical Agents.
- E. Provide mechanisms for the exchange of information among persons with interest in various topics relating to Biophysical Agents.
- F. Promote the highest quality of practice in Biophysical Agents through education, mentorship and research.

IV: MEMBERSHIP

A. Categories and Qualifications of Members

The BPA SIG membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Post-Professional Student, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Academy.

B. Rights and Privileges of Members

The rights and privileges of the BPA SIG members shall be identical to those established in the Academy's bylaws.

C. Application: An eligible Academy member shall submit their name and contact information to the Academy for BPA SIG membership.

D. Good Standing

A member is in good standing within the meaning of these bylaws if the member is in good standing in the Academy.

E. Disciplinary Action

- a. Any member of the BPA SIG who is suspended by the Academy shall have his or her membership privileges suspended in the BPA SIG.
- b. Any member who is expelled from membership in the Academy shall be expelled from BPA SIG membership.
- c. Dues or portions thereof may not be refunded to the expelled member.

F. Reinstatement

Any former member of the BPA SIG who is in good standing in the Academy may be reinstated to membership in the BPA SIG. BPA SIG dues are expected to be paid at the time of reinstatement.

V: LIMITATIONS OF THE BPA SIG

The BPA SIG is subject to the following limitations:

- A. The BPA SIG shall not profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the BPA SIG unless authorized to do so in writing by the Academy's Board of Directors.
- B. The BPA SIG shall operate under policies and rules of order that shall not be inconsistent with the Association and the Academy and in accordance with Policy XI: Parliamentary Authority.
- C. The BPA SIG shall not levy special assessments that carry punitive action or loss of good standing.

VI: COUNCIL OF OFFICERS AND COMMITTEES

A. The Council of Officers will govern the BPA SIG.

- a. The BPA SIG Council of Officers (Council) shall be a five-member voting body that is comprised of officers: a Chair, Vice-Chair, Administrative Officer, Financial Officer and an At-large Officer. The Nominating Committee member shall be the non-voting sixth member.
 - b. No member of the Council shall receive compensation for service, but may receive reimbursement for expenses incurred when performing the duties of the Council.
- B. BPA SIG members who are physical therapists, have consented to serve and are in good standing are eligible to hold office.
- C. The BPA SIG members shall elect the Council.
- a. The first/initial BPA Council:
 - i. The Academy Board of Directors appoints the first/initial BPA SIG Chair.
 - ii. The Chair shall appoint the remaining first/initial Council members.
 - b. Terms of office:
 - i. Each Council member shall serve a two (2) year term.
 - ii. The Chair, Administrative Officer and Nominating Committee Chair shall be elected on even years.
 - iii. The Vice-Chair, Financial Officer and At-large Officer shall be elected on odd years.
 - iv. There shall be no term limit for any Council position.
 - v. If the initial term of office begins in an even year the Vice-Chair, Financial Officer and At-large Officer shall serve an initial term of three years. If the initial term of office begins in an odd year the Chair and Administrative Officer shall serve an initial term of three years.
 - c. Vacancies:
 - i. In the event of a vacancy in the office of Chair, then the Vice-Chair shall succeed to the Chairmanship for the unexpired remainder of the term.
 - ii. In the event of a vacancy in the office of Vice-Chair, Administrative Officer, Financial Officer or At-large Officer the BPA SIG Council shall appoint an BPA member replacement to serve for the unexpired term.

- D. Duties and responsibilities of the BPA SIG Council
 - a. Work toward achieving the strategic goals of the BPA SIG established by the BPA SIG general membership.
 - b. Conduct BPA SIG business between annual and special meetings.
 - c. Approve an annual budget.
 - d. Review and update BPA SIG Policies annually.
 - e. Monitor issues and take appropriate actions regarding Biophysical Agents including but not limited to:
 - i. Federal and state legislation
 - ii. Regulatory
 - iii. Legal action
 - iv. Practice
 - v. Patient access
 - vi. Reimbursement
- E. Duties and responsibility of the Officers
 - a. Chair
 - i. Preside at all meetings of the BPA SIG.
 - ii. Submit an annual report to the BPA SIG and the Academy.
 - iii. Attend the BPA SIG General Membership meeting and the BPA Forum at Combined Sections Meeting.
 - iv. Correspond on issues regarding BPA with external groups.
 - v. Work with the Association staff regarding BPA.
 - vi. De facto BPA SIG Committee member except Nominating Committee.
 - vii. Member of the Academy Board of Directors; abide by the duties of Academy Board of Directors.
 - b. Vice-Chair
 - i. Finance Committee member.
 - ii. Assume the duties of the Chair if the Chair is absent or unable to serve.
 - iii. Reply to inquiries from interested new members or to BPA SIG members seeking assistance/advice.
 - c. Administrative Officer
 - i. Record the minutes of all BPA SIG meetings.
 - ii. Submit the BPA SIG Business meeting minutes to members and to the Academy within 30 calendar days.
 - iii. Maintain the BPA SIG list serve.
 - iv. Update BPA member contact list.
 - v. Serve as the BPA SIG historian.
 - d. Financial Officer
 - i. Chair the Finance Committee.
 - ii. Record BPA SIG member dues payments.
 - iii. Request the Academy distribute a payment for services and/or reimbursement from the BPA SIG treasury on behalf of the Council.
 - e. At-Large Officer
 - i. Finance Committee member.
 - ii. Be responsible for the BPA SIG section of the Academy's web site.
 - f. Nominating Committee Chair
 - i. Non-voting Council member
 - ii. Shall appoint at least one other Nominating Committee member

- g. Each Officer shall promptly transfer all appropriate records to his or her successor upon termination of service.
- F. Quorum
A quorum is three (3) Council members.
- G. Council Meetings
 - a. Regular meetings: The Council shall meet in person or by any means of communication by which all participating members may simultaneously hear each other during the meeting at least two (2) times per year.
 - b. Special meetings:
 - i. The Chair has the authority to call special meetings.
 - ii. Three (3) Council members have the authority to call special meetings.
- H. Finance Committee
 - a. The Financial Officer will chair the Finance Committee.
 - b. The Vice-Chair and At-large Chair shall serve as members.
 - c. May appoint BPA SIG members to the Finance Committee at their discretion.
 - d. Shall develop and submit an annual budget for the Council's consideration.
 - e. Submit an annual financial report to the BPA SIG members at the Annual Meeting.
 - f. Provide audit data on request of the Council or the Academy or the Association.
 - g. Develop and suggest investment strategies to the Council.
- I. Nominating Committee
 - a. Manage BPA SIG election of officers.
 - b. Consists of the Nominating Committee Chair plus one other appointed committee member.
- J. Other Committees
The Council may establish other committees, as it deems advisable in order to carry out the work of the BPA SIG.

VII: MEETINGS

The BPA SIG shall hold an Annual Business Meeting of the general membership for the conduct of business, with attendance limited to BPA SIG membership and invited guests approved by the BPA SIG officers.

- A. There shall be at least one (1) BPA SIG Annual Business Meeting to be held in the spring each year. The meeting may be face-to-face, teleconference or a combination of both and shall include at least the following elements:
 - a. Installation of Officers.
 - b. The Council shall present:
 - i. A report of the year's activities and financial status to the BPA SIG membership.
 - ii. A proposed budget and strategic goals to the BPA SIG membership for adoption.
 - c. New business.
- B. Annual EMG Forum at APTA Combined Sections Meeting
- C. Special business meetings may be held during any calendar year.
 - a. Special meetings may be called by the Chair, three (3) voting members of the Council, or by petition of 20% of the BPA SIG membership to the Council or Chair.
 - b. Sixty (60) days written notice shall be provided to the membership for such Special Business Meetings.
- D. A quorum of the membership is 60% of the total SIG membership. When the BPASIG membership reaches over 25 members, the quorum of the membership will be 15 members.
- E. All meeting minutes shall be submitted to the Academy within thirty (30) days of the date of the meeting.

VIII: NOMINATIONS AND ELECTIONS

A. Nominations

- a. Nominations for vacant positions shall take place during and after the Annual Business meeting and shall continue through April 15th of each year.
- b. The Nominating Committee shall present the open officer positions electronically to the BPA SIG membership and post these open officer positions on the Academy's website by January 15th of each year. The posting will include a request for members to propose themselves or another member to be a candidate for the offices for which an election is held.
- c. The Nominating Committee Chair will prepare a final slate of one or more nominees for each office and position for which an election will be held. Only those members who are in good standing who have consented to serve shall be slated. The final slate will be distributed electronically to the BPA SIG membership and posted on the Academy's website by April 30th of each year.

B. Elections

- a. The voting body shall be composed of BPA SIG members in good standing.
- b. Voting for officer positions shall be done electronically.
- c. A plurality of the votes cast will determine the winner in all elections.
- d. The Nominating Committee Chair shall post the names of the winners of the elections electronically to the BPA SIG membership and posted on the Academy's website by June 1st of each year.
- e. The newly elected officers shall take office on July 1st of each year.

IX: VOTING

- A. When deemed necessary, the Council shall have the authority to conduct a vote either by mail or electronic means of the BPA SIG membership.
- B. The ballot sent either by mail or electronic means shall be returned not fewer than ten (10) days or more than thirty (30) days after the notice was sent to the BPA SIG membership.
- C. A minimum return of ten percent (10%) of the ballots shall be required for a valid vote.
- D. Electronic Voting
 - a. Voters must use the official ballot form.
 - b. The BPA SIG will electronically submit ballots to members by May 1st of each year. The deadline for electronically returning the ballot shall be a date printed on the ballot, which shall be within 30 days of initial electronic notification.
 - c. The ballot will include the offices and positions to be filled, candidate statements, and any supporting information the Vice-Chair deems appropriate. Instructions for completing and returning the ballot shall be printed on the ballot.
 - d. The Vice-Chair or designate shall receive the electronic ballots, verify the voter's status, and assure that no duplicate ballots were cast.
 - e. Ballots must be returned by at least 10% of the BPA SIG members, measured as of the date of returning the electronic ballot, in order to constitute a legal vote.
 - i. If ballots from 10% of the BPA SIG members are not received by the announced deadline, the Vice-Chair will extend the deadline by two weeks and electronically contact all members requesting non-voters to cast their vote.

- ii. If ballots from 10% of the BPA SIG members are not time-stamped by the extended deadline, the vote will be considered invalid and the election process shall be repeated.

X: FINANCE

- A. The fiscal year of the BPA SIG is January 1 through December 31.
- B. Dues
 - a. Dues are not mandatory for membership.
 - b. Dues are collected by the Academy on behalf of the BPA SIG.
 - c. Dues collected are held by the Academy in a discrete account known as the BPA SIG treasury.
- C. The Finance Committee shall account for the BPA SIG treasury.
- D. No officer, committee or employee shall spend any money not provided for in the budget as adopted by the BPA SIG, nor spend any BPA SIG money in excess of budget allotment except by the approval of the Council. The Council shall not commit the BPA SIG to any financial obligation in excess of its current financial resources.

XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the BPA SIG in all cases to which they are applicable and in which they are not inconsistent with these policies and any rules of order adopted by the BPA SIG.

XIII: DISSOLUTION

- A. The BPA SIG may dissolve and is subject to:
 - a. A recommendation to dissolve supported by no less than 50% of the members of the BPA SIG's Council and
 - b. Adopted by 50% of the BPA SIG's members.
- B. After dissolution, any remaining funds in the BPA SIG treasury shall be distributed to the Academy.

XIV: HIGHER AUTHORITY

In addition to these policies, the BPA SIG is governed by the Academy bylaws, which in turn is governed by the Association bylaws and Standing Rules and by the Association's House of Delegates and Board of Director Policies.

Policy needs to be approved by the Academy Board