

Job Description: STUDENT SIG (SSIG)

Original Adoption/Approval: 9-1-2018

Revised: ---

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

- I. The name of this organization is the Student Special Interest Group, hereinafter referred to as the SSIG. The SSIG shall be a student 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 APTA.

II: PURPOSE

- I. The purpose of the SSIG is to provide a means by which Student Physical Therapists (SPT) and Student Physical Therapist Assistant (SPTA) members, having a common interest, may meet, confer, and promote the interests of its membership, the Academy, and the American Physical Therapy Association (APTA).
- II. To promote active student membership, engagement, and leadership within the Academy.
- III. To provide mechanisms for the exchange of information among students with interests relating to the Academy.

III: OBJECTIVES

- I. Provide a means by which student members, having a common interest, may meet, confer, and promote the interests of the SSIG.
- II. Provide a format for social interaction between PT/PTA students of different Schools, Colleges, and Universities across the Nation.
- III. Promote the Academy's role in physical therapy to students.
- IV. Develop a strong supportive network for students during didactic and clinical education.
- V. Increase active participation and student engagement in the Academy for future participation and Academy leadership.
- VI. Discuss current topics and issues concerning the physical therapy community and the Academy.
- VII. Participate in events promoting the profession of physical therapy and membership in the APTA and Academy.

IV: MEMBERSHIP

- I. Categories and Qualifications of Members:
 - a. The SSIG membership categories and qualifications for SPT and SPTA members shall be the same as those of the Academy.
- II. Rights and Privileges of Members:
 - a. The rights and privileges of the SSIG members shall be identical to those established in the Academy's bylaws.
- III. Application for and Admission to Membership
 - a. Any student shall submit their name and contact information to the SSIG Vice-Chair for SSIG membership.
 - b. Membership in the Academy shall be mandatory for membership in the SSIG.

- IV. Good Standing
 - a. A member is in good standing within the meaning of these bylaws if the member is in good standing in the Academy and/or SSIG Council of Officers.
- V. Disciplinary Action
 - a. Any member of the SSIG who is suspended by the Academy shall have his or her membership privileges suspended in the SSIG.
 - b. Any member who is expelled from membership in the Academy shall be expelled from SSIG membership.
- VI. Reinstatement
 - a. Any former member of the SSIG who is in good standing in the Academy may be reinstated to membership in the SSIG.

V: COUNCIL OF OFFICERS AND COMMITTEES

- I. The Council of Officers will govern the SSIG.
- II. The Council shall consist of the four elected officers of the SSIG and two (2) PT/PTA regional student representatives from each of the five (5) regions (Northeast, Southeast, Midwest, Southwest, and Northwest) of the United States.
- III. The Council shall annually elect from the SSIG membership a Chair, Vice-Chair, Administrative Officer, and a Marketing Officer who shall serve as the SSIG officers for the ensuing year.
- IV. The regional student representative(s) may be selected via self-nomination to one of the four elected officers.
- V. Any student SSIG member that has consented to serve and is in good standing is eligible to hold office.
- VI. No member of the Council shall receive compensation for service. A member may receive reimbursement for expenses incurred when performing the duties of the Council upon approval from the Board of Directors.
- VII. The SSIG members shall elect the Council.
 - a. The first/initial SSIG Council:
 - i. The Academy Board of Directors appoints the first/initial SSIG Chair.
 - ii. The Chair shall appoint the remaining first/initial Council members.
 - iii. The Chair shall recruit current SSIG members to self-nominate themselves for the regional student representative position(s).
- VIII. Terms of office:
 - a. All terms of the Council of Officers shall be one (1) year. The term shall begin at the close of the SSIG meeting at National Student Conclave in October of each year. No member of the Board shall serve more than two (2) consecutive terms.
 - b. Shall a student member graduate while holding a position, they are required to fulfill their duties until the following election process. The student shall serve as a mentor to a replacement councilperson until the 1-year term is complete.
 - c. Shall a student no longer wish to hold a position on the Council, 30 days of notice must be given prior to the relief of their duties so a qualified replacement can be selected by the Council to fulfill the role.
- IX. Vacancies:
 - a. 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.

- b. In the event of a vacancy in the office of Vice-Chair, Administrative Officer or Marketing Officer, the SSIG Council shall appoint a SSIG member replacement to serve for the unexpired term.
- X. Duties of the SSIG Council of Officers
 - a. Attend scheduled and special meetings of the Council.
 - b. Work toward achieving the goals of the SSIG established by the SSIG general membership.
 - c. Carry out the mandates and policies of the SSIG as determined by the membership.
 - d. Direct all business and financial affairs for and on behalf of the SSIG.
 - e. Foster the growth and development of the SSIG.
 - f. Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Objectives.
 - g. Create and appoint task forces or committees needed to carry out the functions of the SSIG.
 - h. Review and update SSIG Policies annually.
 - i. Collaborate with licensed section members in content-related issues regarding:
 - i. Federal and state legislation
 - ii. Regulatory issues
 - iii. Legal action
 - iv. Practice
 - v. Patient access
 - vi. Reimbursement
 - vii. Student involvement
- XI. Duties and Responsibility of the Elected Officers:
 - a. Chair
 - i. Preside at all meetings of the SSIG.
 - ii. Prepare the agenda and preside over all the meetings of the Council and SSIG.
 - iii. Report to the Board of Directors on the activities of the SSIG
 - iv. Report biannually to the SSIG membership.
 - v. Submit an annual report to the SSIG and the Academy.
 - vi. Attend, if possible, the Academy General Membership meeting and Forum(s) at Combined Sections Meeting.
 - b. Vice-Chair
 - i. Assume the duties of the Chair if the Chair is absent or unable to serve.
 - ii. Reply to inquiries from interested new members or to SSIG members seeking assistance/advice.
 - iii. Manage any financial needs of the SSIG by submitting formal requests for funding to the Board of Directors on behalf of the SSIG during each budget planning cycle.
 - c. Administrative Officer
 - i. Manage all annual election duties including but not limited to creating the ballot, retrieving the ballot, announcement of election results.
 - ii. Notify SSIG members of the date, time and place of SSIG meetings.
 - iii. Record the minutes of all SSIG meetings.
 - iv. Maintain the SSIG list serve, archives, and correspondence.
 - v. Update SSIG member contact list.
 - vi. Make SSIG's minutes and Bylaws available to the membership.

- d. Marketing Officer
 - i. Collaborate with the ACEWM Vice President regarding updates to the SSIG section of the Academy's website.
 - ii. Monitor and control all aspects of SSIG social media. This includes but is not limited to the SSIG Twitter, Facebook, Instagram, and other forms of media outlets.
 - iii. Maintain list of student member demographics including but not limited to program name, program degree (DPT/PTA), program region location, etc.
- XII. It is encouraged that one of the SSIG officers attend Academy General Membership meeting and Forum(s) At the Combined Sections Meeting.
- XIII. Each Officer shall promptly transfer all appropriate records to his or her successor upon termination of service.
- XIV. Regular meetings:
 - a. 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.
- XV. Special meetings:
 - a. The Chair has the authority to call special meetings.
 - b. Three (3) Council members have the authority to call special meetings.
- XVI. Other Committees
 - a. The Council may establish other committees, as it deems advisable in order to carry out the work of the SSIG.

VI: MEETINGS

- I. The SSIG shall hold biannual meetings of the membership each calendar year. Attendance is limited to SSIG members and invited guests approved by the SSIG officers. Written notice of these meetings will be given to the membership at least 30 days prior to each meeting. A quorum shall consist of three (3) members, including at least two Council members. No SSIG meeting shall be scheduled so as to conflict with APTA Combined Sections Meeting, or Annual Conference, or Student Conclave.
- II. There shall be at least one (1) SSIG 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 SSIG membership.
 - ii. A proposed budget and goals to the SSIG membership for adoption.

VII: NOMINATIONS AND ELECTIONS

- I. Nominations
 - a. Nominations for vacant positions shall take place from August 1st through October 1st of each year.
- II. The Council shall present the open officer positions electronically to the SSIG membership and post these open officer positions on the Academy's website by July 1st of each year. The posting will include a request for members to nominate themselves or another member to be a candidate for the offices for which an election is held.

- III. The Council will prepare a final slate of one or more nominees for each 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 SSIG membership and posted on the Academy's website 2 weeks prior to the National Student Conclave in October of each year.
- IV. Elections:
 - a. The voting body shall be composed of SSIG 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 Marketing Officer shall post the names of the winners of the elections electronically to the SSIG membership and posted on the Academy's website on the first day of the National Student Conclave.
 - e. The newly elected officers shall take office at the close of the SSIG meeting at National Student Conclave in October of each year.

VIII: VOTING

- I. A minimum return of ten percent (10%) of the online ballot shall be required for a valid vote.
- II. Electronic Voting
 - a. Voters must use the official electronic ballot form.
 - b. The SSIG will electronically distribute ballots to members 2 weeks prior to the National Student Conclave occurring annually in October. The deadline for electronically returning the ballot shall be a date shown on the ballot, which will be by 7:00pm EST the night prior to the first day of the National Student Conclave.
- III. The ballot will include the offices and positions to be filled, candidate statements, and any supporting information the Marketing Officer deems appropriate. Instructions for completing and submitting the ballot shall be shown on the ballot.
- IV. The Marketing Officer or designate shall receive the electronic ballots, verify the voter's status, and assure that no duplicate ballots were cast.
- V. Ballots must be returned by at least 10% of the SSIG members, measured as of the date of returning the electronic ballot, in order to constitute a legal vote.
 - a. If ballots from 10% of the SSIG members are not received by the announced deadline, the Marketing Officer will extend the deadline by two weeks and electronically contact all members requesting non-voters to cast their vote.
 - b. If ballots from 10% of the SSIG members are not time-stamped by the extended deadline, the vote will be considered invalid and the election process shall be repeated.

IX: FINANCE

- I. The fiscal year of the SSIG is January 1 through December 31.
- II. Dues: There shall be no mandatory dues for the SSIG
- III. Any monetary requests must be formally submitted by the SSIG Vice-Chair to the Board of Directors for approval.
- IV. No officer, committee or employee shall spend any money not provided for in the budget as adopted by the SSIG, nor spend any SSIG money in excess of budget allotment except by the approval of the Council. The Council shall not commit the SSIG to any financial obligation in excess of its current financial resources.

X: DISSOLUTION

- I. The SSIG may dissolve and is subject to:

- a. A recommendation to dissolve when supported by no less than 50% of the members of the SSIG Council and adopted by 50% of the SSIG members.
- b. After dissolution, any remaining funds in the SSIG treasury shall be distributed to the Academy.

XI: HIGHER AUTHORITY

- I. In addition to these policies, the SSIG is governed by the Academy bylaws, which in turn is governed by the APTA bylaws and Standing Rules and by the APTA's House of Delegates and Board of Director Policies.