**NORTH CAROLINA STUDENT SPECIAL INTEREST GROUP BYLAWS**

**ARTICLE I. NAME**

The name of this organization is the NORTH CAROLINA PHYSICAL THERAPY STUDENT SPECIAL INTEREST GROUP, hereinafter referred to as the SSIG, and shall be a special interest group of the North Carolina Physical Therapy Association, hereinafter referred to as the Chapter. The Chapter is a component of the American Physical Therapy Association, hereinafter referred to as the Association.

The territorial boundaries of the Chapter and its districts shall correspond with the territorial boundaries of the State of North Carolina.

**ARTICLE II. OBJECT**

The purpose of this SSIG shall be to provide a means through which student physical therapists (SPT) and student physical therapist assistants (SPTA), hereinafter referred to as students, having a common interest, may meet, confer, and promote the interests of its membership, the Chapter, and the Association.

**ARTICLE III. FUNCTIONS**

1. To promote the role of students in the physical therapist (PT) and physical therapist assistant (PTA) professions.
2. To increase membership and active participation of students in the Chapter and Association.
3. To promote leadership of students within the Chapter and Association.
4. To identify and respond to areas of concern related to students in the Chapter.
5. To promote the interaction of students in PT and PTA programs.
6. To promote the opportunity for students in PT and PTA professions to be mentored by established leaders within the Chapter and Association.
7. To assist the Chapter in the promotion of its objectives and functions.
8. To identify and respond to areas of concern related to the PT and PTA professions.

**ARTICLE IV. MEMBERSHIP**

**Section 1.  Qualifications**

Membership in the SSIG shall be open to all SPT and SPTA members of the Chapter enrolled in a Physical Therapist or Physical Therapist Assistant education program in the state of North Carolina.

**Section 2.  Rights**

All members of the SSIG shall have the following rights: to attend all meetings, speak, debate, make motions, second motions, vote, run for office, and hold office.

**Section 4.**  **Good Standing**

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Chapter and Association.

**ARTICLE V. \_ THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE**

**Section 1.  Constituency**

The Board of Directors shall consist of the elected officers of the SSIG, hereinafter referred to as the Executive Committee, and one delegate from each PT and PTA school in the state of North Carolina. The Executive Committee shall include the following four members elected by the voting assembly of the membership: Chair, Vice-Chair, Secretary, and Treasurer.  The Chapter student liaison, or other willing Chapter member, shall serve as an advisor and non-voting member to the Executive Committee.

**Section 2.  Qualifications**

Students shall be eligible to hold office if the following statements hold true:

1. They are members in good standing in the SSIG, Chapter, and Association.
2. They remain a student throughout the term of the office.
3. They agree to fulfill the duties of the office for which they have been nominated.

**Section 3.  Officer Responsibilities and Duties**

1. In general the responsibilities and duties of all officers are as follows:
2. Attendance at all Executive Committee meetings.
3. Promote active membership in the SSIG and Chapter.
4. Oversee the election procedures for the following term (officers running for the same or another elected position are exempt from this duty).
5. Current officers will meet with newly elected officers to discuss the direction of the Student SIG for the following year
6. The Chair shall:
7. Prepare the agenda and call for all meetings of the Executive Committee, Board of Directors, and SSIG, according to SSIG Bylaws.
8. Preside over all meetings of the SSIG, Board of Directors, and Executive Committee.
9. Serve as the official spokesperson of the SSIG and assume leadership of SSIG activities.
10. Appoint committees as needed.
11. Keep and record the minutes of all Executive Committee, Board of Directors, and SSIG meetings.
12. Compile, with the assistance of all members, the annual report of the SSIG, to be sent to the Chapter.
13. Preside over their established committees.
14. The Vice Chair shall:
15. Assume the duties of the Chair if he/she is absent or incapacitated.
16. Preside over their established committees.
17. Update and maintain a current copy of the SSIG Bylaws.
18. Appoint committees as needed.
19. Assist the Chair in the discharge of his/her duties.
20. Maintain the SSIG bank account and develop an annual budget to report to the SSIG, Executive Committee, and Chapter.
21. Responsibly receive and disburse any SSIG funds raised through fundraising or other means in accordance with Chapter Bylaws.
22. The Student Involvement Representative shall:
23. Be the primary contact for the NC Student Conclave Committee.
24. Promote student awareness and involvement of the SSIG throughout North Carolina.
25. Provide updates on social events for students (conferences, PT Pub Nights, etc.)
26. Preside over their established committees.
27. The Outreach Challenge Coordinator shall:
28. Provide updates to the SSIG on the Outreach Challenge.
29. Tally and keep track of participating schools’ hours.
30. Reach out to students for follow up on recorded event hours.
31. Be the primary contact for students to get involved with volunteerism.
32. Preside over their established committees.
33. The Director of Communications shall:
    1. Manage all social media by regularly updating and disseminating information to students.
    2. Be a member of the public relations committee through the NCPTA.
    3. Disseminate monthly updates to the elected delegates of each DPT and PTA program in North Carolina.
    4. Preside over their established committees.
34. The Delegates shall:
35. Present student concerns and ideas to the Executive Committee.
36. Report pertinent information from the Executive Committee and SSIG meetings to their respective schools.
37. Recruit members and promote participation in the SSIG and the Chapter from their respective school.
38. Be responsible for the election process of the Delegate for the next term for their school/program.
39. Be listed as the primary contact for their respective program in The Loop document on the NCPTA SSIG Google Drive.

**Section 4.  Terms**

Members shall be elected to the Executive Committee and be a delegate for a one-year term of office.  No member shall serve more than two consecutive terms in the same position.

**Section 5.  Resignation and Impeachment**

1. If the Chair is unable to serve, the Vice-Chair shall assume the position of Chair.
2. In the event of a vacancy in another office, the remaining officers will appoint an interim officer until the next election.
3. Impeachment will be by two-thirds quorum of the Board of Directors.

**ARTICLE VI. ELECTIONS**

Elections of the five officers shall be held electronically via the NCPTA email blast annually beginning in Fall 2013 and be announced at the NCPTA Fall Conference. Officers will be elected by a majority. Candidates will be informed of their nomination prior to voting and have the right to decline. If their nomination is accepted, candidates are expected to be present at the NCPTA Fall Conference. All newly elected officers are required to attend the Fall Student SIG meeting. If they are unable to attend the conference, it is their responsibility to find a representative to be present at the SSIG meeting. This representative may be a current board member if the other four members are in agreeance. Delegates should be appointed by their respective schools by December 1st of that year. Delegates are expected to be the main source of contact between the Student SIG and their PT/PTA program until the following Fall Conference.

**ARTICLE VII. COMMITTEES**

The Chair and Vice Chair shall appoint as needed.  The positions overseeing the committees will be responsible for their respective committees as listed above. The participation in various committees is voluntary.

**ARTICLE VIII. MEETINGS**

**Section 1.  General Membership Meetings**

The Group will hold at least two meetings each year.  The Fall meeting will be in conjunction with the NCPTA fall conference.  The spring meeting will occur either at the NCPTA Student Conclave or a time and location to be determined at least 6 weeks in advance.  Any additional meeting times and places will be decided by the Officers.

**Section 2.  Executive Board Meetings**

The Executive Board will hold at least one executive board meeting every month.  Place and time of additional meetings will be decided by the Officers.

**Section 3. Quorum**

The quorum for meeting shall be a minimum of 10 members, including at least 2 officers, which is necessary on all issues requiring a vote. The voting process (electronic, digital, ect) may be done at the discretion of the executive board. A majority of at least two-thirds vote will determine the voting outcome.

**Section 4.  Parliamentary Authority**

The current edition of *Roberts Rules of Order Newly Revised* shall be the authority for all meetings and any procedure in the SSIG unless specifically stated otherwise in these bylaws or rules of the SSIG.

**ARTICLE IX. FINANCE**

**Section 1.  Annual Budget**

The annual budget shall be prepared and reported by the Vice Chair, approved by the Executive Committee, and made available to the membership.

**Section 2.  Fiscal Year**

The fiscal year of the SSIG shall comply with the Chapter.

**Section 3.  Limitation of Expenditures**

No officer or committee member shall expend any money not provided for in the budget as adopted or spend any money in excess of the budget allotment except by order of the SSIG Executive Committee.  The Executive Committee shall not commit the SSIG to any financial obligations in excess of its current fiscal resources.

**Section 4.  Dues**

There shall be no SSIG dues

**Section 5.  Fundraising**

The SSIG shall complete at least one fundraiser, which has been approved by the Chapter Board of Directors, annually. Proceeds from fundraising will be used for SSIG expenses throughout the year.

**ARTICLE X. BYLAW AMENDMENTS**

**Section 1.**

Revised or amended bylaws shall be consistent with Chapter Bylaws and not become valid until approved by the Chapter Board of Directors.

**Section 2.**

These bylaws may be amended in whole or in part by two-thirds vote of quorum at any meeting of SSIG, provided that at least 30 days prior to the meeting a copy of the proposed amendment has been provided to all SSIG members.

**Section 3.**

The Executive Committee, without the vote of the membership can amend SSIG Bylaws to bring them into compliance with Chapter or Association Bylaws and policies.

**ARTICLE XI. DISSOLUTION PROCEDURES**

1. The SSIG may be dissolved by a ballot vote of two-thirds (2/3) of a quorum consisting of at least 24 members.
2. In the event of dissolution of the SSIG, any record shall be disposed of at the discretion of the Executive Board of the Chapter.
3. The Chapter Executive Board can vote to dissolve the SSIG if they fail to meet obligation.

**ARTICLE XII. ASSOCIATION AS HIGHER AUTHORITY**

In addition to these Bylaws the Group is governed by the Chapter Bylaws and by the Association Bylaws and Standing Rules, and by Associate Policies.

APPROVED AS REVISED per *October 2018*