**INAPTA Orthopedic and Manual Therapy Special Interest Group Bylaws**

*Revised July 2018*

**NAME**   
The organization's name is the Orthopedic and Manual Therapy Special Interest Group of the Indiana Chapter of the American Physical Therapy Association (INAPTA).

**OBJECT**

The purpose of the Orthopedic and Manual Therapy Special Interest Group shall be to provide a means through which physical therapists and physical therapist assistants along with physical therapy students and physical therapist assistant students, who have the common interest of orthopedic and manual therapy physical therapy practice, may meet, confer, and promote the interests of its membership, the INAPTA, and the APTA.

**FUNCTIONS**

1. To identify and respond to areas of concern related to physical therapists and physical therapist assistants who practice orthopedic and manual physical therapy.

2. To promote the role of orthopedic and manual therapy to physical therapists and physical therapist assistants in the profession.

3. To increase membership and active participation of orthopedic and manual physical therapists and physical therapist assistants in the INAPTA and APTA.

4. To promote leadership of orthopedic and manual physical therapists and physical therapist assistants within the INAPTA and APTA.

5. To assist the INAPTA/APTA in the promotion of their objectives and functions.

**BENEFITS of BELONGING**

The Special Interest Group is intended to provide a forum where clinicians and students with similar interests can meet together to openly exchange experiences about orthopedic physical therapy and to discuss relevant issues that relates to clinical cases and educational related issues within this sub-specialty of physical therapy.  
  
The benefits of belonging to the orthopedic a SIG are many including the following:

* Making valuable contacts and gaining better insight into orthopedic physical therapy.
* Having access to a discussion forum that allows you to discuss clinical cases, similar to hallway discussions with your colleagues.
* Having the opportunity to find a mentor who can help you improve your clinical decision making process.
* Developing new areas of expertise and thereby enhancing your clinical skill level.
* Offer discounted rates to courses sponsored by the SIG
* Having the ability to join study groups and prepare for the OCS exam.
* Connect with fellows of the AAOMPT and find locations where fellowship hours can be completed.
* Additional benefits are raising your personal profile within your organization/company

**MEMBERSHIP**

**Section 1. Qualifications**

Membership in the Orthopedic and Manual therapy Special Interest Group is voluntary and open to all physical therapists, physical therapist assistants, physical therapy students, and physical therapist assistant students who are members of INAPTA.

**Section 2. Rights of Members**

All members of the Orthopedic and Manual Therapy Special Interest Group shall have the following rights: to attend all meetings, speak, and debate. All members except student members in good standing have the ability to make motions, second motions, vote, run for office, and hold office.

**EXECUTIVE COMMITTEE**

**Section 1. Constituency**

The Executive Committee for the Orthopedic and Manual Therapy Special Interest Group shall include the following four members elected by the voting assembly of the membership: Chair, Vice-Chair, Secretary/ Treasurer.

**Section 2. Qualifications**

Orthopedic and Manual Therapy Special Interest Group members who are physical therapists or physical therapist assistants shall be eligible to hold office if the following statements hold true:

A. They remain an INAPTA/APTA member throughout the term of the office.

B. They agree to fulfill the duties of the office for which they have been nominated.

**Section 3. Officer Responsibilities and Duties**

A. In general, the responsibilities and duties of all officers are as follows:

1. Promotion of active membership in the Orthopedic and Manual Therapy Special Interest Group and the INAPTA/APTA.

2. Overseeing the election procedures for the following term (officers running for the same or another elected position are exempt from this duty).

B. The **Chair** shall be responsible for the following:

1. Preparing the agenda for all meetings of the Executive Committee of the Orthopedic and Manual Therapy Special Interest Group as well as the membership meetings.

2. Presiding over all meetings.

3. Serving as the official spokesperson of the group.

4. Appointing committees as needed.

C. The **Vice-Chair** shall be responsible for the following:

1. Assuming the duties of the Chair if he/she is absent or incapacitated.

2. Presiding over established committees.

D. The **Secretary/Treasurer** shall be responsible for the following:

1. Keeping and recording the minutes of all Executive Committee and Orthopedic and Manual Therapy Special Interest Group meetings.

2. Distributing all meeting notices to the Orthopedic and Manual Therapy Special Interest Group membership.

3. Maintaining records of all official actions of the Executive Committee and the Orthopedic and Manual therapy Special Interest Group.

4. Tracking the Orthopedic and Manual Therapy Special Interest Group fund balance as a line item of the INAPTA chapter budget through working with the National APTA staff member who ultimately handles those funds.

56. Reporting on the financial status of the Orthopedic And Manual Therapy Special Interest Group to the membership, the Executive Committee, and the Chair as requested.

E. The **student representative** shall be responsible for:

1. Helping to promote social media.
2. Help promote student membership in the SIG.

**Section 4. Terms**

Members shall be elected for a two year term of office. No member shall serve more than two consecutive terms in the same office. In order to create the initial positions, the chair and secretary will run for an initial 3-year term, and thereafter assume a 2 year cycle. Exception to this is student representative is expected to serve one year, but can opt for serving two consecutive terms.

**Section 5. Resignation and Impeachment**

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

**ELECTIONS**

The first election of the three officers shall be held during the Fall chapter meeting in 2011. The officers shall be elected by a majority vote. The Chair and Secretary/Treasurer positions will be open for election on even numbered years. The Vice Chair position will be open for election on odd numbered years.

**Section 1. Election Procedures**

1. The Executive Committee of the INAPTA Orthopedic and Manual Therapy SIG will place a call for nominations 2 months prior to the Fall Conference. Only those consenting to serve shall be nominated. Members of the INAPTA Orthopedic and Manual Therapy SIG shall receive a slate of nominees and a ballot thirty (30) days prior to the Fall Meeting. During the meeting of the SIG at the INPATA Fall Conference the slate of candidates will be presented and any additional nominations from the floor can be taken. Subsequently the final slate will then be posted. Electronic voting will be available for 30 days after the final slate of candidates has been posted. For those who do not have access to computers, a mail ballot will be furnished upon request and mail votes may be send to the recording secretary by those members of the SIG who wish to vote. Ballots returned by mail must be postmarked no later than ten days prior to the specified end date of voting and will be opened and counted by a independent party appointed by the executive committee of the SIG. The results of the elections will be posted on the INAPTA SIG webpage.

**Section 2. Assumption of Office**

Officers elect shall assume office January 1st following their election and shall serve for two (2) years. No member shall serve more than two complete

consecutive terms in the same office. Exception: When no other individual desires to be nominated for an office, the incumbent may serve more than two (2) complete consecutive terms in the same office

**COMMITTEES**

The Chair shall appoint as needed. The Vice Chair will preside over any committees. 

**MEETINGS**

**Section 1. General Membership Meetings**

The Orthopedic and Manual Therapy Special Interest Group will hold at least one meeting each year in conjunction with the Fall INAPTA conference. Any additional meetings will be decided by the officers, and general membership will be notified of the time/place at least 4 weeks in advance.

**Section 2. Executive Committee Meetings**

The Executive Committee will hold at least one meeting each year. This meeting may occur via telecommunication as agreed upon by the Executive Committee.. The officers will decide place and time of any additional meetings.

**FINANCE**

**Section 1. Annual Budget**

The annual financial report shall be prepared and reported by the Secretary/Treasurer, approved by the Executive Committee, and made available to the membership.

**Section 2. Fiscal Year**

The fiscal year of the Orthopedic and Manual Therapy Special Interest Group shall coincide with the INAPTA fiscal year.

**Section 3. Limitations of Expenditures**

No officer of committee members 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 Executive Committee of the Orthopedic and Manual Therapy Special Interest Group. The Executive Committee shall not commit the Orthopedic and Manual Therapy Special Interest Group to any financial obligations in excess of its current fiscal resources.

**Section 4. Dues**

There shall be no additional dues for members of the Orthopedic and Manual Therapy Special Interest Group, but all members must stay current with INAPTA chapter dues.

**DISSOLUTION PROCEDURES**

**Section 1.**

The Orthopedic and Manual Therapy Special Interest Group may be dissolved by a ballot vote of two-thirds of a quorum.

**Section 2.**

The INAPTA Board can vote to dissolve the Orthopedic and Manual Therapy Special Interest Group if they fail to meet obligation.