**BYLAWS OF THE NEW PROFESSIONAL SPECIAL INTEREST GROUP OF THE INDIANA CHAPTER OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION**

**NAME**

The organization's name is the New Professional Special Interest Group (NPSIG) of the Indiana Chapter of the American Physical Therapy Association (INAPTA).

**OBJECT**

The purpose of the New Professional Special Interest Group shall be to provide a means through which physical therapists and physical therapist assistants in their first five years of practice may meet, confer, and promote the interests of its membership, the INAPTA, and the APTA. The NPSIG will accomplish these goals by providing various avenues to communicate information to new professionals, promoting mentorship and networking events, and facilitating educational opportunities for clinicians to support them as they begin their career.

**FUNCTIONS**

1. To identify and respond to areas of concern related to physical therapists and physical therapist assistants in their first five years of practice.
2. To promote the importance of professional involvement for physical therapists and physical therapist assistants in the profession and in the APTA.
3. To increase membership and active participation of new physical therapists and physical therapist assistants in the INAPTA and APTA.
4. To promote leadership of new physical therapists and physical therapist assistants within the INAPTA and APTA.
5. To promote membership, active participation, advocacy, and leadership of new professionals within INAPTA/APTA
6. To facilitate mentorship and networking between physical therapist and physical therapist assistant new professionals.
7. To educate new professional physical therapists and physical therapist assistants about opportunities for career development and continuing competence.
8. To promote the profession of Physical Therapy through community outreach.
9. To work with and support the activities of the Student Special Interest Group of the INAPTA to aid in the transition from student to new professional.
10. To assist the INAPTA/APTA in the promotion of their objectives and functions.

**BENEFITS of BELONGING**

The NPSIG is intended to provide a forum where clinicians with similar interests can meet to openly exchange experiences about physical therapy and to discuss relevant issues that relate to professional and career development within the state of Indiana.

The benefits of belonging to the NPSIG include the following:

* Making valuable contacts and gaining better insight into physical therapy.
* Updates regarding educational opportunities including residency, fellowship, conferences, certifications, etc.
* Access to a discussion forum that allows you to engage and collaborate with peers about topics and issues affecting new professional physical therapists and physical therapist assistants.
* Updates and reminders regarding events and outreach opportunities within the INAPTA and its affiliates.
* Networking to facilitate employment opportunities within physical therapy.
* An avenue by which to connect with a mentor to aid in professional and career development.
* Developing new areas of expertise and thereby enhancing your clinical skill level.
* Discussion and preparation toward board certification within the physical therapy profession.
* Raising your personal profile within your organization/company.

**MEMBERSHIP**

**Section 1. Qualifications**

Membership in the NPSIG is voluntary and open to all physical therapists and physical therapist assistants who are members of INAPTA and within their first five years of practice. Physical therapist assistant and physical therapist students who are in their third year of their program may apply for membership or run for a position in the NPSIG. Physical therapy and physical therapy assistant members of the INAPTA who are in their final semester of education are eligible for membership to the NPSIG.

**Section 2. Rights of Members**

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

**Section 3. Application for and Admission to Membership:**

For admission to the NPSIG, INAPTA members who meet the membership qualifications and submit an application on the INAPTA website shall be granted NPSIG membership.

**EXECUTIVE COMMITTEE**

**Section 1. Constituency**

The Executive Committee for the NPSIG shall include the following five members elected by the voting assembly of the membership: Chair, Vice-Chair, Secretary/ Treasurer, Director of Professional Growth, Director of Communications

**Section 2. Qualifications**

NPSIG members who are physical therapists or physical therapist assistants in their first five years of practice 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**

1. In general, the responsibilities and duties of all officers are as follows:
2. Promotion of active membership in the NPSIG and the INAPTA/APTA.
3. Overseeing the election procedures for the following term (officers running for the same or another elected position are exempt from this duty).
4. The **Chair** shall be responsible for the following:
5. Preparing the agenda for all meetings of the Executive Committee of the NPSIG as well as the membership meetings.
6. Manage the NPSIG and ensure that efforts are in line with INAPTA.
7. Presiding over all meetings.
8. Serving as the official spokesperson of the group.
9. Appointing committees as needed.
10. Encourage growth of the NPSIG in line with its goal.
11. Reports to the New Professional of the INAPTA Board of Directors.
12. Manage communication to INAPTA regarding upcoming events, including updates to the NPSIG website.
13. Oversee the election process and orientation of new members to the Executive Committee.
14. The **Vice-Chair** shall be responsible for the following:
15. Assuming the duties of the Chair if he/she is absent or incapacitated.
16. Presiding over established committees.
17. Aid Chair in managing and directing the Executive Committee application process and elections.
18. Oversee development of NPSIG Programming at conference if applicable.
19. Develop opportunities to expose NPSIG members to educational experiences.
20. Work with the Director of Communications to develop strategies to communicate educational opportunities to the NPSIG members via social media posts, blogs, and promotion of NPSIG events.
21. Provide updates regarding continuing education updates, APTA New Professional News, APTA news in general.
22. Identify and aid in the development of scholarship opportunities for NPSIG members
23. The **Secretary/Treasurer** shall be responsible for the following:
24. Keeping and recording the minutes of all Executive Committee and NPSIG meetings.
25. Distributing all meeting notices to the NPSIG membership.
26. Maintaining records of all official actions of the Executive Committee and the NPSIG.
27. Tracking the NPSIG fund balance as a line item of the INAPTA chapter budget. Responsibly receiving and disbursing any NPSIG funds raised through fundraising or other means.
28. Work in collaboration with the Director of Communications to update the NPSIG website and promote the NPSIG via social media.
29. Reporting on the financial status of the NPSIG to the membership, the Executive Committee, and the Chair as requested.
30. Submitting forms/receipts for reimbursement from INAPTA Board.
31. The **Director of Professional Growth** shall be responsible for the following:
32. Work to identify and cultivate opportunities to enhance the professional growth of NPSIG members in conjunction with other members of the Executive Committee.
33. Assist Director of Communications in managing NPSIG communications via multiple outlets.
34. Establish and cultivate a mentorship program and create educational opportunities.
35. Maintain communication with the Student Special Interest Group and further this relationship in accordance to the NPSIG goals/objectives.
36. Determine the current needs and priorities of new professionals within physical therapy.
37. The **Director of Communications** shall be responsible for the following:
38. Maintain the NPSIG email account and respond to inquiries.
39. Maintain the NPSIG calendar, notify NPSIG members and the leadership team of upcoming meetings and events.
40. Oversee NPSIG social media presence.
41. Maintain the NPSIG website via INAPTA.
42. Gather information and promote updates on INAPTA, state and national advocacy information, educational opportunities, continuing education, and conferences.
43. Track current NPSIG membership.

**Section 4. Terms**

Members of the Executive Committee shall be elected for a two-year term of office that will end at the following date of the INAPTA fall conference. To create the initial positions, the chair and treasurer/secretary will run for an initial one-year term. No member shall serve more than two consecutive terms in the same office. Each officer shall mentor their successor for one year after their term and develop a transition plan to follow during that time. A member of the Executive Committee can serve while being greater than five years into his/her practice if they were within the five-year stipulation at the time of their nomination.

**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 five officers shall occur in February 2019. A call for candidates for each of the 5 elected position will occur 30 days before the ballot is posted. The ballot will be posted for 30 days ahead of the election which will open on February 1st 2019. The election will run for 4 weeks. The results of the elections will posted on March 1st. The officers shall be elected by a majority vote.

**Section 1. Election Procedures after the Inaugural Elections**

The Executive Committee of the INAPTA NPSIG will place a call for nominations 2 months prior to the Fall Conference. Only those consenting to serve shall be nominated. NPSIG members may also nominate themselves for leadership positions. Members of the INAPTA NPSIG 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 INAPTA 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 sent 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 an 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. The exception to this will be during the initial elections where officers will assume office on March 8th 2019. 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 NPSIG will hold meetings two times per year at the INAPTA Fall and Spring meeting to conduct business with attendance limited to the NPSIG and invited guests approved by the NPSIG Executive Committee. 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 five meetings per 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.

**Section 3. Meeting Minutes**

Minutes will be taken at all business meetings of the NPSIG. Copies of these minutes will be kept by the NPSIG Executive Committee.

**Section 4. Quorum**

A minimum of twenty (20) voting members shall constitute a quorum, provided all three regions are represented. A quorum is required for all business presented to the membership for action.

**FINANCE**

**Section 1. Annual Budget**

The annual budget 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 NPSIG 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 more than the budget allotment except by order of the Executive Committee of the NPSIG. The Executive Committee shall not commit the NPSIG to any financial obligations more than its current fiscal resources.

**Section 4. Dues**

There shall be no additional dues for members of the NPSIG, but all members must stay current with INAPTA chapter dues.

**DISSOLUTION PROCEDURES**

**Section 1.**

The NPSIG may be dissolved by a ballot vote of two-thirds of a quorum.

**Section 2.**

The INAPTA Board can vote to dissolve the NPSIG if they fail to meet obligation.