**BYLAWS OF THE ORTHOPAEDIC AND MANUAL THERAPY SPECIAL INTEREST GROUP OF THE**

**INDIANA CHAPTER OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION**

**NAME**

The organization's name is the Orthopaedic and Manual Therapy Special Interest Group of the Indiana Chapter of the American Physical Therapy Association (APTA Indiana), hereinafter referred to as the Orthopaedic and Manual Therapy SIG.

**OBJECT**

The purpose of the Orthopaedic and Manual Therapy Special Interest Group shall be to provide a means through which physical therapists and physical therapist assistants, along with students of physical therapy, who have the common interest of orthopedic and manual physical therapy practice, may meet, confer, and promote the interests of its membership, APTA Indiana and the American Physical Therapy Association (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 APTA Indiana and APTA.
4. To promote leadership of orthopedic and manual physical therapists and physical therapist assistants within APTA Indiana and APTA.
5. To assist APTA Indiana and APTA in the promotion of their objectives and functions.

**BENEFITS of BELONGING**

The Orthopaedic and Manual Therapy 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 and manual physical therapy and to discuss relevant issues that relate to clinical cases and educational related issues within this sub-specialty.

The benefits of belonging to the Orthopaedic and Manual Therapy SIG are many including the following:

1. Making valuable contacts and gaining better insight into orthopedic physical therapy.
2. Access to a discussion forum that allows engagement and collaboration with peers about topics and issues affecting orthopaedic and manual physical therapists and physical therapist assistants to include clinical cases, similar to hallway discussions with colleagues.
3. The opportunity to find a mentor who can help improve the clinical decision-making process.
4. Receiving discounted rates to courses sponsored by the Orthopaedic and Manual Therapy SIG.
5. Developing new areas of expertise and thereby enhancing the clinical skill level.
6. The opportunity to join study groups to prepare for the Orthopaedic Specialist Certification Exam.
7. Connecting with Fellows of the American Academy of Orthopaedic Manual Physical Therapists (AAOMPT) and find locations where fellowship hours can be completed.

**MEMBERSHIP**

**Section 1. Qualifications**

Membership in the Orthopaedic and Manual Therapy SIG is voluntary and open to all members of APTA Indiana.

**Section 2. Rights of Members**

1. The rights and privileges of the Orthopaedic and Manual Therapy SIG’s members shall be identical to those established in the Chapter’s bylaws.
2. Orthopaedic and Manual Therapy SIG Members shall have one (1) vote at SIG membership meetings.

**EXECUTIVE COMMITTEE**

**Section 1. Constituency**

The Executive Committee of the Orthopaedic and Manual Therapy SIG shall include the following four (4) members elected by the Orthopaedic and Manual Therapy SIG membership: Chair, Vice Chair, Secretary/Treasurer, Student Representative.

**Section 2. Qualifications**

Orthopaedic and Manual Therapy SIG members who are physical therapists or physical therapist assistants shall be eligible to hold office as Chair, Vice Chair or Secretary/Treasurer and student members shall be eligible to hold office as the Student Representative if the following statements hold true:

1. They remain an APTA Indiana/APTA member throughout the term of the office.
2. 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 Orthopaedic and Manual Therapy SIG and APTA Indiana/APTA.
3. Oversee 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. Prepare the agenda for all meetings of the Executive Committee of the Orthopaedic and Manual Therapy SIG as well as the membership meetings.
6. Preside over all meetings.
7. Serve as the official spokesperson of the Orthopaedic and Manual Therapy SIG.
8. Appoint committees as needed.
9. The Vice Chair shall be responsible for the following:
10. Assume the duties of the Chair if he/she is absent or incapacitated.
11. Preside over established committees.
12. The Secretary/Treasurer shall be responsible for the following:
13. Keep and record the minutes of all Executive Committee and Orthopaedic and Manual Therapy SIG meetings.
14. Distribute all meeting notices to the Orthopaedic and Manual Therapy SIG membership.
15. Maintain records of all official actions of the Executive Committee and the Orthopaedic and Manual Therapy SIG.
16. Track the Orthopaedic and Manual Therapy SIG fund balance as a line item in the APTA Indiana budget.
17. Report on the financial status of the Orthopaedic and Manual Therapy SIG to the membership, the Executive Committee, and the Chair as requested.
18. The Student Representative shall be responsible for:
19. Promotion of the Orthopaedic and Manual Therapy SIG on social media.
20. Promoting student membership in the Orthopaedic and Manual Therapy SIG.

**Section 4. Terms**

Members of the Executive Committee shall be elected for a two-year term of office. No member shall serve more than two (2) consecutive terms in the same office. In order to create the initial positions, the Chair and Secretary will run for an initial three-year term, and thereafter assume a 2-year term cycle. Exception: The Student Representative is expected to serve one (1) year, but can opt for serving two (2) 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 (2/3) quorum.

**ELECTIONS**

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 and Student Representative position**s** will be open for election on odd numbered years.

**Section 1. Election Procedures**

1. A call for nominations will be placed two (2) months prior to the Fall Meeting.
2. Only those consenting to serve shall be slated.
3. Members of the APTA Indiana Orthopaedic and Manual Therapy SIG shall receive a slate of candidates thirty (30) days prior to the Fall Meeting.
4. During the meeting, the slate of candidates will be presented and any additional nominations from the floor will be taken.
5. Subsequently, the final slate of candidates will then be posted.
6. Electronic voting will be open for thirty (30) days after the final slate of candidates has been posted. A mail ballot will be furnished upon request. Ballots returned by mail must be postmarked no later than ten (10) days prior to the specified end date of voting and will be opened and counted by the APTA Indiana Executive Director.
7. The results of the election will be posted on the APTA Indiana Orthopaedic and Manual Therapy SIG webpage.

**Section 2. Assumption of Office**

**Newly elected** officers shall assume office on January 1~~st~~ following their election and shall serve for two (2) years. No member shall serve more than two (2) 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 Orthopaedic and Manual Therapy SIG will hold at least one (1) meeting each year. Any additional meetings will be decided by the officers and general membership will be notified of the time/place at least four (4) weeks in advance.

**Section 2. Quorum**

A minimum of ten (10) percent of voting members shall constitute a quorum. A quorum is required for all business presented to the membership for action to include electronic elections.

**Section 3. Executive Committee Meetings**

The Executive Committee will hold at least one (1) 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. A majority shall constitute a quorum.

**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 Orthopaedic and Manual Therapy SIG shall coincide with the APTA Indiana fiscal year.

**Section 3. Limitations 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 Executive Committee of the Orthopaedic and Manual Therapy SIG. The Executive Committee shall not commit the Orthopaedic and Manual Therapy SIG to any financial obligations in excess of its current fiscal resources.

**Section 4. Dues**

**DISSOLUTION PROCEDURES**

**Section 1.**

A SIG wishing voluntary dissolution shall submit a written request and justification to the Chapter Board of Directors who shall set a hearing within thirty (30) days following receipt of such request. Upon concurrence of two-thirds (2/3) of the Board of Directors, the SIG may be dissolved.

**Section 2.**

In the event the Orthopaedic and Manual Therapy SIG should dissolve, all property and records of any nature in the possession of the Orthopaedic and Manual Therapy SIG, shall, after payment of its bona fide debts, be conveyed to the Chapter.

**AMENDMENTS**

**Section 1. Vote Required**

These Bylaws may be amended or revised by a two-thirds (2/3) vote of the voting SIG members present at a regular or special SIG meeting, provided that the members have thirty (30) days in which to review any proposed amendments before the vote is taken.

**Section 2.**

If the intent of an amendment is editorial or to bring the SIG's bylaws into agreement with those of the Chapter, the amendment shall be made as required. The SIG shall notify the SIG's membership that such amendments have been made within ninety (90) days.

**Section 3.**

Amendments to the Bylaws take effect only after approval of the Board of Directors of the Chapter.

ADOPTED AUG 2014

REV JULY 2018, SEPT. 26, 2020