**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 (APTA Indiana).

**PURPOSE**

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, APTA Indiana and the American Physical Therapy Association (APTA).

The NPSIG will accomplish these goals by providing various avenues to communicate information to new professionals, promoting mentorship, networking events, as well as 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 APTA.
3. To increase membership and active participation of new physical therapists and physical therapist assistants in APTA Indiana and APTA.
4. To promote leadership of new physical therapists and physical therapist assistants within APTA Indiana and APTA.
5. To promote membership, active participation, advocacy, and leadership of new professionals within APTA Indiana and 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 APTA Indiana Student Special Interest Group to aid in the transition from student to new professional.
10. To assist APTA Indiana and 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:

1. Making valuable contacts and gaining better insight into physical therapy.
2. Updates regarding educational opportunities including residency, fellowship, conferences, certifications, etc.
3. Access to a discussion forum that allows engage and collaborate with peers about topics and issues affecting new professional physical therapists and physical therapist assistants.
4. Updates and reminders regarding events and outreach opportunities within APTA Indiana and APTA.
5. Networking to facilitate employment opportunities within physical therapy.
6. An avenue by which to connect with a mentor to aid in professional and career development.
7. Developing new areas of expertise and thereby enhancing your clinical skill level.
8. Discussion and preparation toward board certification within the physical therapy profession.

**MEMBERSHIP**

**Section 1. Qualifications**

All physical therapists and physical therapist assistants who are members of APTA Indiana and within their first five years of practice are considered SIG members. Physical therapist assistant students and physical therapist students who are in their third year of their program may run for a position in the NPSIG.

**Section 2. Rights of Members**

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

**EXECUTIVE COMMITTEE**

**Section 1. Constituency**

The Executive Committee for the NPSIG shall include the following three (3) members elected by the NPSIG membership: Chair, Vice Chair, Secretary/Treasurer.

**Section 2. Qualifications**

NPSIG members who are physical therapists or physical therapist assistants in their first five years of practice or physical therapist assistant students and physical therapist students who are in their third year of their program shall be eligible to hold office 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 NPSIG and APTA Indiana/APTA.
3. Oversight of 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 NPSIG as well as the membership meetings.
6. Preside over all meetings.
7. Serve as the official spokesperson of the NPSIG.
8. Appoint committees as needed.
9. Report to the New Professional on the APTA Indiana Board of Directors.
10. Oversee the election process and orientation of new members to the NPSIG Executive Committee.
11. Work to identify and cultivate opportunities to enhance the professional growth of NPSIG members in conjunction with other members of the Executive Committee.
12. Establish and cultivate a mentorship program and create educational opportunities.
13. Maintain communication with the APTA Indiana Student Special Interest Group and further this relationship in accordance with the NPSIG goals/objectives.
14. Determine the current needs and priorities of new professionals within physical therapy.
15. The Vice Chair shall be responsible for the following:
16. Assume the duties of the Chair if he/she is absent or incapacitated.
17. Preside over established committees.
18. Aid Chair in managing and directing the Executive Committee nomination process to include elections.
19. Oversee development of NPSIG programming at APTA Indiana conferences, if applicable.
20. Maintain the NPSIG email account and respond to inquiries.
21. Maintain the NPSIG calendar, notify NPSIG members and the leadership team of upcoming meetings and events.
22. Oversee NPSIG social media presence.
23. Maintain the NPSIG website via communicating with the APTA Indiana Executive Director.
24. Gather information and promote updates on Indiana and national advocacy information, educational opportunities, continuing education, conferences, APTA New Professional News and APTA news in general.
25. The Secretary/Treasurer shall be responsible for the following:
26. Keep and record the minutes of all Executive Committee and NPSIG meetings.
27. Distribute all meeting notices to the NPSIG membership.
28. Maintain records of all official actions of the Executive Committee and the NPSIG.
29. Identify and aid in the development of scholarship opportunities for NPSIG members.
30. Track current NPSIG membership and welcome new members.
31. Track the NPSIG fund balance as a line item of the APTA Indiana budget.
32. Responsibly receive and disburse any NPSIG funds raised through fundraising or other means.
33. Report on the financial status of the NPSIG to the membership, the Executive Committee, and to the APTA Indiana New Professional, as requested.
34. Submit forms/receipts for reimbursement to the APTA Indiana Executive Director.

**Section 4. Terms**

Members of the NPSIG Executive Committee shall be elected for a two-year term of office. 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 (2) consecutive terms in the same office. Each officer shall mentor their successor for one (1) 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 are 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 (2/3) quorum.

**ELECTIONS**

**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 NPSIG 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 NPSIG webpage.

**Section 2. Assumption of Office**

Newly elected officers shall assume office on January 1following 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 NPSIG will hold meetings two (2) times per year 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 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 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.

**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 APTAIndianafiscal 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 APTA Indiana 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 NPSIG should dissolve, all property and records of any nature in the possession of the NPSIG, 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: NOV 2018

REV: