

**Standing Rules for the Anatomy Educators
Special Interest Group of the Academy of
Physical Therapy Education of the American
Physical Therapy Association**

Article I. Name

The Anatomy Educators Special Interest Group of the Academy of Physical Therapy Education (APTE) of the American Physical Therapy Association hereinafter referred to as the Anatomy Educators SIG (AESIG).

Article II. Purpose

The Anatomy Educators Special Interest Group of APTE will provide a forum for educators of anatomy within physical therapist and physical therapist assistant programs to interact and promote anatomy education in physical therapy education.

Article III. Objectives

The objectives of the AESIG are to:

- Provide an on-line network for the exchange of information related to physical therapist anatomy education.
- Foster awareness of best-practice and teaching tools available to physical therapist anatomy educators to enhance the integration and application of the foundational sciences into the development of clinical reasoning skills and physical therapist practice.
- Coordinate efforts with existing anatomy professional organizations to ensure efficient use of available resources and the dissemination of education-related information and evidence-based anatomical sciences research germane to educators in our field.
- Foster mentoring relationships between experienced and novice faculty teaching anatomy in physical therapist education programs.
- Facilitate collaborative efforts in anatomy and anatomy education related research among physical therapist anatomy educators.

Article IV. Membership

Section 1: Categories and Qualification of Members

Members of the AESIG are members in good standing of APTE who are interested in issues related to anatomy education.

Section 2: Rights and Privileges of Members

Members can speak, make motions, serve on committees, serve as officers, and have one vote.

Section 3: Good Standing

An individual is in good standing if:

- A. She/he makes timely payments of academy dues
- B. She/he is a member in good standing of the APTA

Article V. Special Interest Group Formation and Dissolution

Section 1: Formation

A. Fifty or more Academy members may petition the Executive Committee of the Academy for Education to form a Special Interest Group. Included with the petition shall be the purpose of the group and objectives. If approved by the Academy Board of Directors, the Special Interest Group may be established. A list of Interim Officers shall be developed and approved by the Board of Directors. Election of officers shall occur in the following election cycle.

B. A Special Interest Group shall:

1. Operate under rules of order that shall not be inconsistent with Academy or Association bylaws and that shall be approved by the Academy's Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.

Section 2: Dissolution

- A. Voluntary dissolution: A Special Interest Group may be dissolved by a 2/3 vote of its members present at any annual business meeting of the Academy, a quorum being present, providing 90-day notice of such pending action has been given to the members.
 - 1. All property and records in possession of the Special Interest Group shall be returned over to the Academy.
 - 2. If the Special Interest Group is dissolved for the purpose of merging with an existing Special Interest Group, all property and records shall be turned over to the existing or newly formed Special Interest Group with which it merged.

Section 3: Limitations

Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Academy.
- B. No Special Interest Group shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the special interest group unless authorized by the Academy's governing body.

Article VI. Meetings

Section 1: Annual Meeting

- A. The Annual Meeting shall be held for the purpose of conducting the SIG's business and other activities in accordance with the objectives of the SIG. This meeting shall take place at the site of the Combined Sections Meeting of the Association and at a time designated by the Academy's Program Chairperson or designated representative of APTE and the Combined Sections Meeting's Program Committee.
- B. Individuals who are not members of APTE may attend AESIG meetings and may speak publicly at such meetings. However, they do not have a vote, and may not hold office in the AESIG.

Section 2: Notice of Meeting Requirements

Additional meetings may be held during the course of any calendar year upon 30 days prior written notice to the members of the Academy.

Section 3: Quorum

A quorum will be 20 members, including members of the AESIG Executive committee.

Article VII. Officers

Section 1: Officers: Rights, Duties, and Responsibilities

- A. Chairperson
 - 1. The Chairperson shall develop the agenda and preside at all meetings, communicate with APTE Executive Board, and oversee activities of the SIG.
 - 2. The Chairperson shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.
 - 3. The Chairperson shall submit an annual written report of the activities of the SIG to the Academy and participate in Executive Board meetings for the Academy.
- B. Vice Chairperson
 - 1. The Vice Chairperson shall assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
 - 2. The Vice Chairperson shall be responsible for coordination of educational programming with the Academy Programming Chair.
 - 3. The Vice Chairperson shall assume assignments as delegated by the Chairperson.
 - 4. The Vice Chairperson shall prepare an orientation packet for new officers, including a roster of officers, standing rules for the AESIG and APTE bylaws.
- C. Recording Secretary/Website Contact
 - 1. The Recording Secretary/Website Contact shall be responsible for keeping and distributing/posting the minutes of proceedings of all meetings.
 - 2. The Recording Secretary/Website Contact shall be responsible for all notices to members of the AESIG.

3. The Recording Secretary/Website Contact shall maintain records of all official actions of the AESIG
 4. The Recording Secretary/Website Contact shall work with APTE Website Committee to maintain the AESIG webpage content.
- D. Membership Secretary/Treasurer
1. The Membership Secretary/Treasurer shall be responsible for developing, coordinating and implementing a plan for the recruitment of new AESIG members and for the retention of existing members. The strategic plan may include a budget associated with recruitment and retention activities.
 2. The Membership Secretary/Treasurer shall be responsible for maintaining a current AESIG Officer and membership roster.
 3. The Membership Secretary/Treasurer shall prepare an attendance roster for AESIG business meetings and distribute to the Chair.
 4. The Membership Secretary/Treasurer shall keep accurate records of all receipts and disbursements related to the Special Interest Group and provide a written report of these transactions to the Academy Treasurer.

Section 2: Elections

The officers shall serve for two-year terms or until the election of their successors.

- A. The Chair, Recording Secretary/Website Contact and one nominating committee shall be elected on even-numbered years.
- B. The Vice Chair, Membership Secretary/Treasurer and one nominating committee member shall be elected on odd-numbered years.
- C. The officers shall assume office May 15th following the Academy election.
- D. No officer shall serve more than two complete consecutive terms in the same office but may serve additional non-consecutive terms.

Proviso - Initial Election Cycle (Remove after 2021 election cycle)

For the 2018 election cycle all 6 positions will be elected, and the terms of the Interim officers/Nominating Committee members shall expire. Those holding interim positions shall be eligible to run for these same positions (or other positions) in this election cycle, and if elected the term shall be considered their first official term of office. The Chair, Recording Secretary/Website Contact and one nominating committee member shall serve a 2-year term. The Vice Chair, Membership Secretary/Treasurer and one nominating committee member shall serve a 3-year term, expiring in 2021.

Section 3: Vacancies

In the event of a vacancy in the offices of any position, the Chair shall appoint a member to fill the office(s) for the unexpired term, with advice of the SIG leadership.

Section 4: Qualifications

Only such members of the Academy as are provided for in the Association bylaws, who have been members of the AESIG in good standing for a period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

Article VIII. Committees

Section I: Nominating Committee

- A. Composition
 1. The Nominating Committee shall consist of two elected AESIG members in good standing who shall serve for two years.
 2. The senior member of the Committee shall serve as Chair.
- B. Duties

The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the AESIG business meeting.

Section II: Program Committee

- A. Composition
 1. The Program Committee Chair will be an AESIG member appointed by the Chair and Vice Chair.

2. The Program Committee members will be appointed by the Chair and Vice Chair in consultation with the Program Committee Chair as deemed necessary.
- B. Terms
1. The Program Committee Chair will be appointed for two years.
 2. The Program Committee Chair may be appointed for additional consecutive or non-consecutive terms.
- C. Duties
1. The Program Committee shall work with the Chair and Vice Chair to plan and coordinate the annual business meeting during the Combined Sections Meeting and open forum sessions that may occur during the Educational Leadership Conference.
 2. The Program Committee shall work with the APTE Program Committee to organize programming and logistics for annual meetings of the SIG and Academy.
 3. The Program Committee Chair shall provide an annual report on activities during the AESIG business meeting at the annual Combined Sections Meeting.

Section III: Liaison Committee

- A. Composition
1. The Liaison Committee shall consist of two AESIG members appointed by the Chair and Vice Chair to serve as co-chairs.
- B. Terms
1. The Liaison Committee Co-Chairs will be appointed for two years.
 2. The Liaison Committee Co-Chair may be appointed for additional consecutive or non-consecutive terms.
- C. Duties
1. To serve as liaisons to the American Association of Anatomists, and the American Association of Clinical Anatomists.
 2. To update the AESIG membership on resources and opportunities available through these organizations and seek out opportunities for collaboration.

Article IX. Finance

Section 1: Fiscal Year

The fiscal year of the AESIG shall be the same as that of the Academy and Association.

Section 2: Limitations on Expenditures

No officer or member of the AESIG shall expend any money not previously approved by the Executive Board of APTE. The AESIG Board of Directors shall not commit the Academy to any financial obligations in excess of its current financial resources.

Section 3: Dues

Special Interest Groups do not have dues.

Article X. Parliamentary Authority

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern the AESIG in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and Standing Rules adopted by the Academy.
- B. The AESIG will maintain Standing Rules.