

Standing Rules for the Scholarship of Education Special Interest Group of the Education Section of the American Physical Therapy Association

Article I. Name

The scholarship of Education Special Interest Group of the Education Section of the American Physical Therapy Association hereinafter referred to as the Scholarship of Education SIG (SoESIG)

Article II: Purpose

The Scholarship of Education Special Interest Group of the Education Section will provide a forum where both academic and clinical educators will promote and enhance the quality of educational scholarship in physical therapist education. The SIG will seek to foster the development of educational researchers and facilitate collaboration and translation of research to educational practice

Article III: Objectives

1. Foster and value the scholarship of educational research
2. Provide role modeling, mentorship and support for researchers interested in educational research
3. Foster networking and collaboration among educational researchers
4. Assist and facilitate in the exploration of best practices in physical therapist education and translation of these practices into translation

Article IV: Membership

Section 1: Categories and Qualification of Members

Members of the Scholarship of Education SIG are members in good standing of the Section for Education who are interested in scholarship related to the education of physical therapists. Members electing to be designated as mentors must have earned an advanced degree (PhD, EdD, or equivalent), and have published a minimum of two peer reviewed articles related to the scholarship of 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 section 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. Twenty-five or more Section members may petition the Executive Committee of the Section for Education. Included with the petition shall be the purpose of the group and proposed Rules of Order. If approved by the Executive Committee, the Special Interest Group may be established.
- B. A Special Interest Group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section'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 Section, 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 turned over to the section.
 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 Section.
- B. No Special Interest Group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the special interest group unless authorized by the Section'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 Section's Program Chairperson or designated representative of the Education Section and the Combined Sections Meeting's Program Committee.
- B. Individuals who are not members of the Section for Education may attend SoESIG meetings and may speak publicly at such meetings. However, they do not have a vote, and may not hold office in the SoESIG.

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 Section.

Section 3: Quorum

A quorum will be 25 SoESIG members, including members of the SoESIG 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 the Education Section Board of Directors, and oversee activities of the SIG.

2. The Chairperson shall create task forces, special 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 Section and participate in Executive Board meetings for the Section.
- B. Vice Chairperson
1. The Vice Chairperson shall assume the responsibilities of the Chair should the Chair be unavailable.
 2. The Vice Chairperson shall assume assignments as delegated by the Chairperson.
 3. The Vice Chairperson shall communicate with committees and task forces as created by the Chairperson and report activities to the Chairperson.
- C. Recording Secretary
1. The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
 2. The Secretary shall be responsible for all notices to members of the SoESIG.
 3. The Secretary shall maintain records of all official actions of the SoESIG.
 4. The Secretary 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 Section Treasurer.
 5. The Secretary shall prepare an orientation packet for new officers, including a roster of officers, Rules of Order for the SoESIG and standing rules of the Section for Education.
- D. Elections
1. The Chair is elected in even-numbered years and Recording Secretary and Vice Chair in odd-numbered years.
 2. All terms of office will be two years except for the inaugural Chair whose term shall be three years in order to promote continuity.
 3. Officers shall assume office at the meeting following the elections.
 4. No officer shall serve more than two consecutive terms in the same office, but may serve additional non-consecutive terms.

Section 2: 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 3: Qualifications

Only such members of the Section as are provided for in the Association bylaws, who have been members of the SoESIG 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

All Committee Chairs will collaborate with SIG leadership to facilitate achievement of SIG goals.

Section I: Nominating Committee

Activities of this committee will be overseen by the SIG Vice Chair.

- A. Composition
 - 1. The Nominating Committee shall consist of two eligible SoESIG members in good standing who shall serve for two years. One member shall be elected each year.
 - 2. The senior member of the Committee shall serve as Chair.
- B. Duties
 - 1. The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the SoESIG business meeting.

Section II: Mentorship Committee

Activities of this committee will be overseen by the SIG Chair.

- A. Composition
 - 1. The mentorship committee shall consist of four eligible SoESIG members in good standing who shall serve for two years. Two members shall be elected each year.
 - 2. The mentorship committee Chair will be an SoESIG member appointed by the Chair.
 - 3. The mentorship committee members will be appointed by the SoESIG Chair in consultation with the Chair of the Mentorship Committee.
- B. Duties
 - 1. The Mentorship committee will be responsible for creating and maintaining a data base of mentors.
 - 2. The Mentorship committee will responsible for connecting interested SoESIG members to mentors.
 - 3. The Mentorship committee will develop guidelines for qualification as a mentor
 - 4. The Chair of the Mentorship Committee shall generate a report on committee activities for the SoE SIG at the CSM meeting.

Section III: Programming Committee

Activities of this committee will be overseen by SIG Vice Chair

- A. Composition
 - 1. The Program Committee Chair will be a SoESIG member appointed by the Chair in consultation with the Nominating Committee Chair as deemed necessary.
 - 2. The Program Committee members will be appointed by the Chair and 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 serve two consecutive terms but may serve additional non-consecutive terms.
- C. Duties
 - 1. The Program Committee will plan and coordinate educational activities and sessions at National meetings (CSM, ELC) to support the work of the SIG.
 - 2. The Program Committee shall work with the Research Committee and the Education Section Program Committee to organize programming and logistics for annual meetings of the SIG and Section.
 - 3. The Program Committee Chair shall provide an annual report on activities during the SoESIG business meeting at the annual Combined Sections Meeting.

Article IX. Finance

Section 1: Fiscal Year

The fiscal year of the SoESIG shall be the same as that of the Section and Association.

Section 2: Limitations on Expenditures

No officer or member of the SoESIG shall expend any money not previously approved by the Executive Board of the Section for Education. The SoESIG Board of Directors shall not commit the Section 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* and govern the SoESIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Rules of Order adopted by the Section.
- B. SIGs will maintain Rules of Order.