

American Academy of Orthopaedic Manual Physical Therapists

Student Special Interest Group

RULES AND REGULATIONS

I. STRUCTURE

A. Name

The name of this sub-group shall be the American Academy of Orthopaedic Manual Physical Therapists student Special Interest Group (AAOMPT-sSIG).

B. Purpose

The purpose of the AAOMPT-sSIG is to serve its members by fostering active student involvement and networking within the American Academy of Orthopedic Manual Physical Therapists and developing a community of students committed to the advancement of Orthopedic Manual Physical Therapy.

C. Objectives

The objectives of the AAOMPT-sSIG shall be to:

Objective 1: Build membership and encourage the active participation of students in AAOMPT-sSIG with student representation at local, state, regional and national AAOMPT, APTA Student Conclave, Combined Section Meetings, and State APTA conferences.

Objective 2: Increase awareness among physical therapy students regarding the implementation of manual therapy principles in clinical decision making.

Objective 3: Establish dialogue between student members, faculty and fellows by means of discussion boards, breakout sessions and events at National Conference.

Objective 4: Support state-of-the-art education regarding the application of evidence and research skills in practice.

Objective 5: Provide students with the opportunities for education related to orthopaedic manual physical therapy through the National AAOMPT conference, regional breakout sessions, Grand Rounds or sub-chapters.

Sample tasks for Meeting Objectives—

Objective 1: Fundraise to provide students with AAOMPT conference scholarship opportunities, limited to two per conference. Sample fundraising ideas can be, but are not limited to 50/50 raffles, 30-minute massages or silent auctions. To build

membership, current student members will participate in promoting the association by encouraging fellow students of their respective schools to join. At various conferences, such as the APTA National Student Conclave and Combined Sections Meetings, student members will hand out flyers at a booth. Quarterly newsletter/updates will be sent to current student members to discuss the association's progress and encouraging active involvement.

Objective 2: Post or send quarterly internet newsletter links for current research, abstracts or legislative literature concerning manual therapy. Offer student member contact list on website, so students can contact each other to practice and share manual therapy techniques

Objective 3: Offer scholar opportunities to subsidize cost for national conferences, such as the annual \$100 Student Video Travel Award, thereby allowing more intimate discussion opportunities between student members, faculty and fellows. Provide fellowship program information and contacts on website. Once a year a faculty member, advisor or fellow could offer a manual therapy session to students and local physical therapists.

Objective 4: Journal clubs and discussion forums, active participation in mainstream physical therapy blogs, APTA student message boards, and/or contributions of CATs to the Evidence in Motion cathouse and submission of reviews to the APTA's Hooked on Evidence database. Students are encouraged to volunteer for research via participating in research studies.

Objective 5: Annually offer a student-only breakout session at the AAOMPT National Conference, guiding students in confident clinical decision making and technique in the field of manual therapy. Encourage manual therapy awareness and education through the Journal of Manual & Manipulative Therapy.

II. MEMBERSHIP

All student members of the AAOMPT are automatically members of the AAOMPT-sSIG. All physical therapy (PT) students are eligible to become AAOMPT-sSIG members. Interested members should contact the Leadership Committee via email to receive a registration form and to have their name placed on the AAOMPT-sSIG membership list. All members are invited to attend AAOMPT sSIG meetings and functions.

A. Good Standing

An individual AAOMPT-sSIG member is in good standing within the meaning of these rules and regulations if the member is in good standing in the AAOMPT.

B. Rights and Privileges of Members

All AAOMPT-sSIG members shall be able to attend meetings, speak at meetings, make motions, hold office and vote.

III. MEETINGS

A. Leadership Meetings

The AAOMPT-sSIG shall hold four meetings a year through an online chat forum. Attendance is limited to AAOMPT-sSIG Leadership Committee and invited guests approved by the sSIG officers. Electronic mail (email) notice of these meetings will be distributed to the membership one month prior to each meeting. The final quarterly Leadership meeting of the year shall be held at the AAOMPT Annual Conference.

B. Special Meetings

Special meetings may be called by the AAOMPT-sSIG Leadership Committee. A special meeting must be held upon written petition of ten (10) of the sSIG members provided that seven (7) days written notice is given to all members.

IV. AAOMPT-sSIG LEADERSHIP COMMITTEE/OFFICERS

A. Composition

The Leadership Committee shall consist of all elected officers of AAOMPT-sSIG. The AAOMPT student body shall annually elect from the AAOMPT-sSIG membership a President, Vice President, Secretary, Treasurer and Member-At-Large who shall serve as the sSIG officers for the ensuing year.

B. Qualifications

Only such members of AAOMPT-sSIG who have consented to serve and have been an AAOMPT-sSIG member in good standing preceding the election for office shall be eligible for election to office as an executive committee member.

C. Executive Committee

1. President: The president shall strive to promote the mission of the sSIG and direct the sSIG leadership towards meeting the common needs of the sSIG members. The president is responsible for preparing agendas and directing meetings of the sSIG leadership and reporting to the sSIG membership at least biannually. The president shall be the primary liaison between the AAOMPT Executive committee and the AAOMPT sSIG members.

2. Vice-President: The Vice-President shall assist the President in all duties and assume those duties in the President's absence. He/she shall serve as a liaison between the Leadership committee and all subchapters. (If we decided to do that State Representative thing for students/schools) He/she shall serve as a liaison between AAOMPT-sSIG State Representatives and report information back to the AAOMPT-sSIG Executive Committee.

3. Treasurer: The treasurer shall be responsible for managing the funds allocated to the sSIG by the AAOMPT and any funds collected through fundraising events. He/she shall be responsible for accessing funds in accordance to the decisions made by the Leadership Committee. He/she shall maintain accurate and complete records of financial transactions and make these available to the sSIG or AAOMPT upon request. The records of transaction shall be reviewed and audited by the Secretary at least on an annual basis. He/she shall be a source for understanding the financial systems within the AAOMPT-sSIG in regards to purchase orders, check requests, deposits, etc. He/she shall assume duties of Secretary in the Secretary's temporary absence.

4. Secretary: The Secretary shall be responsible for recording the minutes from each sSIG leadership meeting and distributing them to the sSIG leadership within 10 days of the meeting. He/she shall work with the President to compile and distribute meeting agendas prior to each meeting. The secretary shall coordinate and conduct the annual election of sSIG officers.

5. Member at Large: The Member-At-Large shall be responsible for being the representative to serve as the communicating link between the student members of the AAOMPT sSIG and the members of the AAOMPT sSIG executive committee. He/she shall strive to ensure the needs and requests of the student members are acknowledged for planning, approval or abolishment. The Member-at-Large shall request the needs of the student members to bring to the attention of the executive committee, and to the members via quarterly newsletters

D. Sub Committees

1. APTA Liaison Committee: This committee will serve as the pathway from the AAOMPT-sSIG to the APTA. He/She will be responsible for organizing sSIG events at the APTA Combined Sections Meeting (CSM). It is required that the committee chair attends the CSM during the year of his/her service.

2. Conclave Committee: The Conclave Committee will serve to promote AAOMPT membership at the annual APTA Student Conclave. He/ She will be responsible for planning events that encourage active AAOMPT-sSIG representation at this conference, such as meet and greets and/ or manual therapy breakout sessions. The committee chair is required to attend the APTA Student Conclave during the year of his/her service and ensure student representation at the AAOMPT membership booth. If he/ she is unable to attend the APTA Student Conclave due to unforeseen school or clinical commitments, then he/she is required to find an appropriate AAOMPT-sSIG member to attend in his/her place.

3. Membership Committee: This committee serves to build AAOMPT-sSIG membership as well as AAOMPT membership. This committee monitors & updates membership data, participates in marketing efforts and works with other committees to improve the quality of membership.

4. Conference Committee: The Conference Committee Chair will serve as the chief coordinator of AAOMPT-sSIG events at the AAOMPT National Conference. The chair is required to attend the AAOMPT National Conference during his/her year of service. In the event that he/she can not attend the conference, an appropriate AAOMPT-sSIG member must be selected to attend in his/her place.

5. Social Committee: The Social Committee serves to organize and execute social events at national physical therapy conferences. In addition, he/she will provide support to other committee chairs to increase awareness of sSIG through sSIG social media and blog as well as increase membership through online awareness of AAOMPT and sSIG.

6. Employment Committee: This committee serves to foster relationships between students and manual therapists for purposes of guiding career progression. They shall supply information concerning educational organizations in manual therapy.

7. Fundraising Committee: This committee will coordinate and follow through with raising funds for AAOMPT-sSIG. They shall organize with the APTA Liaison, Conclave and Social Committee members fundraising events at the AAOMPT national conference, APTA Combined Sections Meeting and the APTA Student Conclave.

8. Web Administration: This committee will maintain, add to, and create web outlets to carry information from AAOMPT and AAOMPT-sSIG to the public. Maintenance of all AAOMPT-sSIG sites include Facebook, BlogSpot, and the AAOMPT-sSIG main page. General duties of maintenance require addition of AAOMPT-sSIG information from other members and posting relevant material from outside sources pertaining to physical therapy and/or manual physical therapy.

E. State Representatives of AAOMPT

A state representative shall serve as liaison for all SOMPTA groups within that region to the leadership committee. Duties will involve communicating needs and plans of organized activities of individual groups to the leadership committee. A state representative should also encourage and assist, if need be, individual SOMPTA groups in organizing events to further student knowledge and involvement regarding orthopaedic manual physical therapy.

F. Terms and Vacancies

1. The term of office for executive committee members shall be two years and sub committee members shall be one year. The leadership committee will define the scope of adequate commitment for each respective leadership office on an annual basis to ensure active involvement for each office holder.

2. The Executive Committee will determine whether an officer is adequately committed to being actively involved in the Leadership Committee by 2/3 vote on an as needed basis. Appointments for the replacement of a Leadership Committee member will be

done by the AAOMPT-sSIG Executive Committee by a 2/3 vote, with the final approval by the AAOMPT liaison.

3. Executive Committee officers will be elected for a two year term and officially take office at the National Conference the fall after he/she is elected. The first six months shall be a mentoring/observation period, where the elected officer will shadow the current officer. The previous officer will include the elected officer in all meetings and correspondence concerning AAOMPT-sSIG. Upon taking office at the National Conference, the newly elected officer will take over duties of the position, with the previous officer mentoring him/her until the next held elections.

4. The sub-committee officers will take office when elected.

G. Vacancies:

1. The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term and the office of Vice President shall be declared vacant.

2. Vacancies of any other officer shall be filled by Executive Committee appointment for the remainder of the term.

3. Any officer vacancies during the one-year appointment will be filled upon recommendation of the AAOMPT-sSIG Leadership Committee and appointment by the AAOMPT Executive Committee.

H. Duties of the Leadership Committee

The Leadership Committee shall, in addition to the duties otherwise imposed by these Bylaws and AAOMPT-sSIG policies:

1. Upon acceptance of election to the Leadership Committee, the newly elected officer shall immediately contact the previous student who held their position. Each Executive Committee officer shall determine two (2) goals and each Sub-Committee officer shall determine one (1) goal for the ensuing year and report these goals to the president.

2. Attend all scheduled and special meetings of the Leadership Committee.

a. Absences for scheduled meetings shall be approved by the President.

b. More than 2 absences will result in Executive Committee review of the member's commitment to sSIG. Consequences will be determined as appropriate, up to possible dismissal from office.

3. Direct all business and financial affairs for AAOMPT-sSIG.

4. Foster the growth and development of the AAOMPT-sSIG.
5. Direct and determine the priority of all sub-chapter activities and expenditures in fulfillment of the AAOMPT-sSIG Purpose and Objectives.
6. Create and appoint student teams needed to carry out the functions of the AAOMPT-sSIG.
7. Review and revise AAOMPT-sSIG policies as needed. Reference section X for procedures.

V. STATE CHAPTERS/SOMPTA GROUPS

A. State chapters

Previously established and charter groups, must seek verification by the Leadership Committee in order to be recognized as fully participating factions under the AAOMPT-sSIG. A state chapter shall not be eligible for financial assistance from the AAOMPT-sSIG unless it has sought and received appropriate recognition by the Leadership Committee. State chapters will consist of all SOMPTA groups operating within that state. Each chapter may choose to elect either a single representative or a full leadership committee, depending on the needs of the group(s) in that state please see state representative position above. Each state representative or state leadership committee president shall assume similar duties as the national Leadership Committee president – serving as a liaison between state chapters and the national Leadership Committee. All reports and requests given by state representatives shall be directed, at least biannually, to the vice president of the national Leadership Committee.

B. SOMPTA

Student Orthopaedic Manual Physical Therapy Association groups may be established at any physical therapy institution and must seek verification by the state chapter in order to be recognized as fully participating factions under the state chapter and AAOMPT-sSIG. If a SOMPTA group is the sole AAOMPT presence within a state, the elected leader of that group shall serve as the state representative until another SOMPTA group within that state is formed. At that time both groups, and all subsequent groups, shall hold annual elections in conjunction with AAOMPT-sSIG elections to induct new leadership committee members.

C. Rules and regulations

State chapters and SOMPTA groups are required to adopt a set of rules and regulations similar to that which is enumerated here. These documents, however, may be altered to reflect the specific needs and interests of the chapters and groups. State chapters and SOMPTA groups are encouraged to enact fiscal responsibility by performing their own fundraising events. Start-up or additional funding may be received, however, by making a formal petition to the AAOMPT-sSIG Leadership Committee.

VI. ELECTIONS

The Leadership Committee will hold elections every year from July-August. Nominations will be emailed to the current Secretary of the Leadership Committee. Student members can self-nominate or nominate others. If someone is nominated by another person, they must accept prior to emailing the nomination. Once nominations and self-nominations are received, platforms must be submitted to the Secretary of the AAOMPT-sSIG by the start of the elections. Platforms will then be posted on the AAOMPT-sSIG blog page. The elections will be held for two weeks. Results shall be announced 1 day after the election ends. Officers of the sSIG shall be elected by sSIG members. Once elected, the current Leadership Committee members will contact the elect Leadership committee members to further explain the position duties and define goals for the ensuing year. sSIG members who are elected to the leadership committee are strongly recommended to attend the Annual Conference in October and members of the Executive committee are required to attend unless extenuating circumstances present.

VII. FINANCE

A. Dues and Funding

Dues will be set by the AAOMPT Executive Committee. The AAOMPT-sSIG may request funding from the AAOMPT.

B. Limitation of Expenditures

No officer, employee or committee 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 Leadership Committee.

C. Annual Report

The AAOMPT-sSIG will provide an annual report on its activities and financial status to the AAOMPT Executive Committee prior to the AAOMPT Annual Conference.

D. Fiscal Year

The fiscal year of the AAOMPT-sSIG will be the same as that of the AAOMPT.

VIII. DISSOLUTION

The AAOMPT-sSIG may be dissolved by a two-thirds (2/3) vote of the AAOMPT-sSIG members present at any annual business meeting, in the presence of a quorum, provided that members have been notified at least thirty (30) days prior to the meeting. If formally dissolved, the sSIG records and funds shall become the property of the AAOMPT. The AAOMPT shall not be obliged for any debts incurred by the sSIG unless the sSIG has been specifically authorized in writing by AAOMPT Board of Directors.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the AAOMPT-sSIG in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order the sSIG may adopt.

X. AMENDMENTS OF RULES AND REGULATIONS

These bylaws may be amended. Desired amendments shall be e-mailed out to all AAOMPT-sSIG Executive Committee members detailing exact changes to be made, ten (10) days before an sSIG Leadership committee meeting. These changes are subject to the approval of the sSIG Executive Committee, by a three-fifths (3/5) vote of the sSIG members present at the sSIG meeting, in the presence of a quorum. Approved changes shall be submitted to the AAOMPT liaison for final approval.

XI. HIGHER AUTHORITY

In addition to these Rules and Regulations, the AAOMPT-sSIG is governed by the AAOMPT Bylaws, Standing Rules and Policies.

APPENDIX:

A. Definitions

Journal clubs- a group of students, PTs, Fellows and/or professors who meet regularly to critically evaluate recent articles in manual physical therapy.

CATs (Critically Appraised Topics)- A one page summary of the evidence on a specific clinical question.

CAT house- An internet website that collects and catalogues CATs.

sSIG Leadership Committee- Executive Committee and Sub-Committee members

Executive Committee- President, Vice-President, Treasurer, Secretary, Member at Large

Sub-Committee-APTA Liaison, Conclave, Membership Conference, Social, Employment, Fundraising and Web Administration Committee members

Committee- a group of individuals consisting of committee chairs and AAOMPT sSIG student body volunteers