

American Academy of Orthopaedic Manual Physical Therapists Academic & Clinical Faculty SIG Rules of Order

I. STRUCTURE

A. Name

The name of this sub-group shall be the American Academy of Orthopaedic Manual Physical Therapists Academic & Clinical Faculty Special Interest Group (AAOMPT- ACF SIG).

B. Purpose

The purpose of the AAOMPT- Academic & Clinical Faculty SIG is to serve its members by developing the structure for enhancing communication among AAOMPT members who are currently academic or clinical faculty and future faculty. The Academic & Clinical Faculty SIG is committed to facilitating opportunities for both academic and clinical faculty development, mentoring, resources and involvement within AAOMPT.

C. Objectives

The objectives of the AAOMPT - ACF SIG shall be to:

Objective 1: Develop and provide mechanisms for communication among academic and clinical faculty and future faculty including mentoring.

Objective 2 Serve as a resource group for matters involving academic and clinical faculty in the education of Physical Therapists in manual therapy.

Objective 3: Provide resources to academic and clinical faculty for the teaching of OMPT both at the entry level and the post-professional level.

Objective 4: Promote mechanisms for all academic and clinical faculty to participate in AAOMPT

Objective 5: Promote cooperation among academic and clinical faculty to support state-of-the-art OMPT education both at the entry level and at the post-professional level regarding the application of evidence and research skills in clinical practice.

Objective 6: To enhance the objectives and functions of the Academy as set forth in the strategic plan and AAOMPT bylaws as well as by AAOMPT and IFOMPT's Standards of Practice.

II. MEMBERSHIP

All academic and clinical faculty members of physical therapy programs, and those members interested in becoming academic or clinical faculty are eligible for membership in the AAOMPT - ACF SIG. All members are invited to attend AAOMPT ACF SIG meetings, conference calls and functions.

A. Good Standing

An individual AAOMPT - ACF SIG member is in good standing within the meaning of these rules of order if the member is in good standing in the AAOMPT.

B. Rights and Privileges of Members

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

III. MEETINGS

A. ACF SIG Executive Committee Meetings

An Annual Meeting shall be held for the purpose of conducting the SIG's business and other activities. This meeting shall take place at the location of the Annual AAOMPT conference and a time will be designated by the SIG's President or liaison from the AAOMPT Board of Directors.

Additional meetings may be held during the course of any calendar year with 30 days written notice to members of the SIG.

B. Special Meetings

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

IV. AAOMPT- AFSIG Executive COMMITTEE/OFFICERS

A. Composition

The Executive Committee shall consist of all elected officers of AAOMPT - ACF SIG. The AAOMPT PD SIG members shall elect from the AAOMPT - ACF SIG membership every three years a President, Vice President, Secretary, and Treasurer who shall serve as the ACF SIG officers for the ensuing three year term.

B. Qualifications

Only such members of AAOMPT - ACF SIG who have consented to serve and are members in good standing for at least two years immediately preceding the election for office, shall be eligible for election to office as an executive committee member.

C. Executive Committee

1. President:

a. The President shall be responsible for preparing agendas and conducting all meetings of the AAOMPT - ACF SIG Executive Committee.

b. He/she shall report at least biannually to the ACF SIG membership and shall submit an annual written report of the activities of the SIG to the AAOMPT membership at the Annual Conference

c. The President will play a supervisory role to ensure the promotion and action of the ACF SIG mission and shall create and appoint all task forces and special advisory committees necessary to accomplish the functions of the SIG.

d. He/she shall serve as the chief liaison between the AAOMPT Executive committee and the AAOMPT - ACF SIG members.

2. Vice-President:

a. The Vice-President shall assist the President in all duties and assume those duties in the President's absence.

b. He/she shall assume the duties of the President if absent or unable.

c. Is responsible for maintaining internal relation among members of the ACF SIG.

d. The Vice-President shall serve as the liaison between the ACF executive committee and all committees of the ACF SIG.

e. The Vice-President shall assume assignments as delegated by the President.

3. Treasurer:

a. The treasurer shall be responsible for managing the funds allocated to the ACF SIG by the AAOMPT and any funds collected through fund-raising events as approved by the AAOMPT Board.

b. He/she shall be responsible for accessing funds in accordance to the decisions made by the Executive Committee with approval of the AAOMPT Board.

c. He/she shall maintain accurate and complete records of financial transactions and make these available to the ACF SIG and the Executive Treasurer of AAOMPT. The records of transaction shall be reviewed and audited by the AAOMPT Executive Treasurer.

d. He/she shall assume duties of Secretary in the Secretary's temporary absence.

4. Secretary:

- a. The Secretary shall be responsible for keeping, and distributing minutes from preceding meeting to members of AAOMPT-ACF SIG.
- b. He/she shall compile and distribute agendas for future meetings.

D. Committees

1. Nominating Committee: Shall present a slate of two or more qualified candidates when possible for the offices annually at the SIG business meeting. The committee will consist of two eligible SIG members in good standing who will serve for two years. One member shall be elected each year.

Social Committee: Serves to organize and execute member social networking events at AAOMPT, APTA and CSM national conferences. Planning and implementation of social events are at the discretion of this committee.

E. Terms and Vacancies

1. The term of office for ACF SIG executive committee members shall be three years and sub-committee members shall be one year. The Executive 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 ACF SIG 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- ACF SIG Executive Committee by a 2/3 vote.
3. ACF SIG Executive Committee officers will be elected for a three year term and officially take office at the Annual AAOMPT 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 - ACF SIG. Upon taking office at the Annual Conference, the newly elected officer will take over duties of the position, with the previous officer mentoring him/her, as needed, until the next held elections.

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

5. Vacancies:

a. 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.

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

c. Any officer vacancies during the three year appointment will be filled upon recommendation of the AAOMPT - ACF SIG Executive Committee.

F. Duties of the Executive Committee

The Executive Committee shall, in addition to the duties otherwise imposed by these Rules of Order and AAOMPT - ACF SIG policies:

1. Upon acceptance of election to the ACF SIG Executive Committee, the newly elected officer shall immediately contact the previous officer who held their position.

2. Attend all scheduled and special meetings of the ACF SIG Executive Committee.

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

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

3. Direct all business and financial affairs for AAOMPT - ACF SIG.

4. Foster the growth and development of the AAOMPT - ACF SIG.

5. Direct and determine the priority of all sub-chapter activities and expenditures in fulfillment of the AAOMPT - ACF SIG Purpose and Objectives.

7. Review and revise AAOMPT - ACF SIG policies as needed. Reference section X for procedures.

V. ELECTIONS

The Executive Committee will hold elections every third year, two months prior to the Annual AAOMPT conference.

Nominations will be emailed to the current chair of the Nominating Committee. 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 Nominating Chairperson by the start of the elections. Platforms will then be posted on the AAOMPT - ACF SIG web site page. The elections will be held for two weeks. Results shall be announced 1 day after the election ends. Officers of the ACF SIG shall be elected by ACF SIG members.

In the initial establishment of the ACF-SIG, to ensure a future staggering of elected service to the executive committee, after the first year of service, the Secretary executive position will be slated for election. After the second year of service the Treasurer executive position will be slated for election. In the third year, the president and vice president will be slated for election, and in subsequent years the officers to be slated will follow the expiration of their three year term post election.

VII. FINANCE

A. Dues and Funding

Dues will be set by the AAOMPT Executive Committee. The AAOMPT- ACF SIG may request funding from the AAOMPT. Financial information, including a description of regular sources of SIG income (including any allocations from AAOMPT), procedures and responsibilities for collecting dues, financial accounting, authorization for expenditures, budget preparation, and annual financial reports will be provided annually to the Executive Treasurer of AAOMPT. Any forms and documents pertaining to the SIG's financial activities and obligations should be included. Any financial expenditures not budgeted will require approval of the AAOMPT Board.

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 AAOMPT Board.

C. Annual Report

The AAOMPT - ACF SIG 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 - ACF SIG will be the same as that of the AAOMPT.

VIII. DISSOLUTION

The AAOMPT - ACF SIG may be dissolved by a two-thirds (2/3) vote of the AAOMPT- ACFSIG 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, all property and records of whatever nature in the possession of that Special Interest Group shall, after payment of its bona fide debts, be conveyed to the Academy. The AAOMPT shall not be obliged for any debts incurred by the ACF SIG unless the ACF SIG 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- ACF SIG in all cases to which they are applicable and in which they are consistent with these Rules of Order and any special rules of order the ACF SIG may adopt.

X. AMENDMENTS OF Rules of Order

These Rules of Order may be amended. Desired amendments shall be e-mailed out to all AAOMPT - ACF SIG Executive Committee members detailing exact changes to be made, ten (10) days before the ACF SIG Executive committee meeting preceding the ACF SIG meeting. A two-thirds (2/3) vote of the ACF SIG members present at the ACF SIG meeting, in the presence of a quorum, is needed for amendment of the Rules of Order. Approved changes shall be submitted to the AAOMPT Board for final approval.

XI. HIGHER AUTHORITY

In addition to these Rules of Order, the AAOMPT- ACF SIG is governed by the AAOMPT Bylaws, Standing Rules and Policies/Procedures. The ACF SIG Rules of Order have to be in accordance with all AAOMPT governing documents.