

BYLAWS
Early Professional Special Interest Group
Arizona Chapter - American Physical Therapy Association

ARTICLE I: NAME

The name of this organization is the Early Professional Special Interest Group, hereinafter referred to as the EPSIG, which shall be a special interest group of the Arizona Chapter of the American Physical Therapy Association, hereinafter referred to as the AzPTA.

ARTICLE II: PURPOSE

The Arizona Physical Therapy Association Early Professional Special Interest Group (EPSIG) exists to create a community for Arizona Physical Therapists and Physical Therapist Assistants who are beginning their career to go to for support and professional development as they enter the workforce. This is accomplished by communicating and distributing pertinent information for early professionals, providing mentorship and networking events, and creating educational opportunities for all early practitioners within the profession of physical therapy.

ARTICLE III: GOAL

To enhance the postgraduate experience of all Arizona Physical Therapists and Physical Therapist Assistants and to increase APTA and AzPTA involvement and membership retention.

ARTICLE IV: OBJECTIVES

Section A. The objectives of the EPSIG shall be to:

1. Work collaboratively with the American Physical Therapy Association and AzPTA to increase membership both nationally and locally.
2. Identify and respond to issues and areas of concern related to EPSIG members.
3. Assist the Chapter and Association in furthering the profession of Physical Therapy in Arizona.

Section B. The EPSIG shall promote:

1. Membership, active participation, advocacy, and leadership of early professionals within the AzPTA and APTA.
2. Exchange of information between EPSIG members concerning issues confronting the profession of physical therapy.
3. Mentorship and networking between physical therapist and physical therapist assistant early professionals.
4. Preparation of EPSIG members for leadership roles within the AzPTA and APTA.
5. The profession of Physical Therapy through community outreach.
6. Coordinate activities with the Student Special Interest Group (AZSSIG) to allow for a smooth transition from student to early professional within AzPTA and APTA.
7. The provisions of the Chapter and Association bylaws, policies, and other enactments.

ARTICLE V: MEMBERSHIP

Section A. Qualifications:

Membership shall be limited to physical therapist and physical therapist assistant early professional members of the AzPTA. Early professional is defined as a professional within their first five years of practice. Physical Therapy and Physical Therapist Assistant student members of the AzPTA who are in their final semester of education are eligible

for membership to the EPSIG.

Section B. Application for and Admission to Membership:

For admission to the EPSIG, AzPTA members who meet the membership qualifications and submit an application on the AzPTA website shall be granted EPSIG membership.

Section B. Rights of Members:

The rights and privileges of the EPSIG's members shall be identical to those established by the AzPTA Bylaws. Voting members must be in good standing with the Chapter and Association.

Section C. Good Standing:

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the AzPTA.

ARTICLE VI: OBLIGATIONS

The EPSIG shall:

1. Operate under rules of order that shall be consistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.
3. Maintain complete and accurate financial records which shall be audited annually.
4. Submit to the Chapter annual reports of its activities and such other reports as requested by the Chapter Board of Directors.
5. Hold meetings in conformity with Chapter policy.
6. Plan, organize, and execute activities including programming at AzPTA conferences to achieve the objective of the EPSIG.

ARTICLE VII: MEETINGS

Section A. Bi-Annual Meeting:

1. The EPSIG shall hold meetings two times per year at the AzPTA Fall and Spring meetings to conduct business with attendance limited to EPSIG members and invited guests approved by the EPSIG Executive Board.
2. Notice of the meetings shall be sent at least 30 days prior to the meeting date to all EPSIG members; any motions, questions, or concerns a member wishes to bring before the Executive Board shall be sent in writing at least 15 days prior to the meeting date.
3. A quorum shall comprise at least twenty five percent of voting members, including at least three members of the Executive Board.

Section B. Special Meetings:

1. The Executive Board or 10 EPSIG members may call a special meeting at any time and place as deemed necessary with a minimum of 30 days notice, with invitations going to EPSIG members and invited guests approved by the EPSIG Executive Board.
2. The EPSIG Executive Board may hold special meetings to include in person meetings, conference calls, or electronic means to meet the objectives of the EPSIG and facilitate the duties of the executive board.

Section D. Meeting Minutes:

1. Minutes will be taken at all business meetings of the EPSIG. Copies of these minutes shall be stored on the AzPTA website and copies shall be sent to the EPSIG AzPTA Board Liaison within 30 days.

Section E. Committees:

1. Such committees, standing or special, may be appointed by an executive board

member. The EPSIG President must approve of the committee before it is formed. Committee tasks must aid in meeting the objectives and goals of the EPSIG.

ARTICLE VI: EXECUTIVE BOARD

Section A. Composition:

The Executive Board shall consist of all elected officers of the EPSIG. The Executive Board shall semi-annually elect from EPSIG membership the following:

1. President
2. Secretary
3. Doctor of Physical Therapy (DPT) Director of Professional Growth
4. Physical Therapist Assistant (PTA) Director of Professional Growth
5. Director of Educational Resources
6. Director of Communications
7. Director of Membership

Section B. Qualifications:

1. Must be in good standing with the Chapter and Association.
2. Must have consented to serve.
3. Must have attended at least one EPSIG meeting prior to the election for office.

Section C. Terms of Office:

1. Each officer shall serve a two year term, and mentor their successor for one year after their term. An officer or board representative may only be re-elected for one successive term to the same office.
2. Officers shall assume office at the close of the membership meeting at which they were elected.

Section D. Vacancies:

1. The Director of Membership shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the Executive Board of Directors, the remaining Executive Board of Directors by 2/3 vote can appoint a replacement for the unexpired portion of the term of office with AzPTA Board liaison approval.

Section E. Duties:

1. President shall:
 - a. Manage the EPSIG as a whole and make sure that all of its efforts are in line with the AzPTA, and are directed towards fulfilling the EPSIG mission and goal statement.
 - b. Serve as official spokesperson for the EPSIG.
 - c. Foster the development and growth of the EPSIG.
 - d. Act as liaison between the EPSIG, Chapter, and Association.
 - e. Preside over all business and Executive Board meetings.
 - f. Report to the AzPTA Board EPSIG Liaisons and APTA Executive Director for direction and approval of EPSIG meetings and events.
 - g. Report to the AzPTA Board of Directors to keep the AzPTA updated on EPSIG activities.
 - h. Prepare agenda for all meetings and provide to all the Executive Board members in advance of the meeting.
 - i. Oversee communication to AzPTA with upcoming events, including making sure EPSIG website is updated or delegating this task.

- j. Develop EPSIG Programming at conferences.
 - k. Develop the annual budget.
 - l. Oversee brand management of EPSIG social media presence.
 - m. Work collaboratively with AzPTA and AZSSIG.
 - n. Submit forms and receipts to APTA Executive Director for reimbursement.
 - o. Oversee the Executive Board application process.
 - p. Conduct EPSIG Executive Board orientation.
2. Secretary
- a. Document and share EPSIG meeting minutes on the EPSIG webpage.
 - b. Maintain the EPSIG email account and respond to inquiries.
 - c. Maintain the EPSIG calendar, notify EPSIG members and the leadership team of upcoming meetings and events.
 - d. Assist President with the development of a budget.
 - e. Reconcile spending against the budget quarterly and provide annual reports to be presented at the AzPTA Board meeting.
 - f. Submit forms and receipts to APTA Executive Director for reimbursement.
 - g. Manage the Executive Board application process and elections.
 - h. Work with local businesses to obtain raffle prizes for events.
 - i. Work collaboratively with the Director of Communications to update the EPSIG website and promote the EPSIG via social media.
3. DPT Director of Professional Growth:
- a. Work collaboratively with the PTA Director of Professional Growth to develop opportunities to enhance the DPT and PTA professional growth and the relationship between professions.
 - i. Establish a mentorship program and create educational opportunities.
 - b. Assist the Director of Communication in managing EPSIG communications.
 - c. Share EPSIG, AzPTA, and PTA SIG events between groups to foster support for the AzPTA and between the professions including, but not limited to, posting on social media pages.
 - d. Represent the EPSIG at DPT and PTA events to show support and build relationships between the professions.
 - e. Work collaboratively with the Director of Membership to hold focus groups to understand the needs of PT's and PTA's from early professionals and seasoned PTA professionals.
4. PTA Director of Professional Growth:
- a. Work collaboratively with the DPT Director of Professional Growth to develop opportunities to enhance the DPT and PTA professional growth and the relationship between professions.
 - i. Establish a mentorship program and create educational opportunities.
 - b. Assist the Director of Communications in managing EPSIG communications.
 - c. Share EPSIG, AzPTA, and PTA SIG events between groups to foster support for the AzPTA and between the professions including, but not limited to, posting on social media pages.
 - d. Represent the EPSIG at DPT and PTA events to show support and build relationships between the professions.
 - e. Work collaboratively with the Director of Membership to hold focus groups to understand EPSIG member needs.
5. Director of Educational Resources

- a. Develop opportunities to expose EPSIG members to educational experiences.
 - b. Develop strategies to communicate educational opportunities to EPSIG members working directly with the Director of communication:
 - i. Schedule constant social media posts.
 - ii. Write blog posts regarding pertinent news and educational information for early professionals.
 - iii. Promote EPSIG events on social media.
 - c. Provide content to the director of Membership for the quarterly EPSIG Newsletter regarding:
 - i. Continuing education updates
 - ii. APTA Early Professional news
 - iii. APTA news in general
 - d. Develop scholarship opportunities for EPSIG member educational experiences.
6. Director of Communications:
- a. Investigate and gather information from multiple physical therapy sources that are relevant to early professionals such as:
 - i. AzPTA and APTA happenings
 - ii. News
 - iii. State and national advocacy information
 - iv. Educational opportunities
 - v. Continuing Education
 - vi. Conferences
 - b. Maintain the EPSIG email account and respond to inquiries.
 - c. Coordinate the communication of pertinent and relevant information for EPSIG members through many mediums of communication.
 - d. Maintain and coordinate the EPSIG social media presence such as:
 - i. Scheduling constant social media posts.
 - ii. Writing blog posts regarding pertinent information for early professionals.
 - iii. Promote EPSIG events on social media.
 - iv. Respond to social media inquiries.
 - e. Create flyers and social media posts for EPSIG.
 - f. Maintain the EPSIG website.
 - g. Create and plan networking events with approval of the President.
 - h. Assist other executive board members in planning events.
 - i. Collaborate with the AzPTA Communications team to assist in increasing AzPTA membership and communication using techniques and strategies developed within the EPSIG.
7. Director of Membership
- a. Develop the EPSIG membership application process.
 - b. Develop strategies based on the completion of an annual membership demographic analysis with measurable goals to increase EPSIG and AzPTA membership.
 - c. Maintain the EPSIG email account and respond to inquiries.
 - d. Create methods to capture the EPSIG and AzPTA member voice to ensure needs are being met.
 - e. Hold focus groups at AzPTA Spring and Fall meetings.
 - f. Create EPSIG new member packets.

- g. Create EPSIG quarterly newsletter.
- h. Periodically updates EPSIG and AzPTA members on EPSIG happenings to increase transparency.
- i. Track SIG memberships, and event attendance.
 - i. If lapses in SIG membership or APTA membership are found develop a strategy to attempt to retain membership.
- j. Provide reports of SIG membership and attendance at end of year and presents this to the AzPTA Board.
- k. Update the EPSIG website with content regarding the value of being and EPSIG, AzPTA, and APTA member.
- l. Assist the Director of Communications with the management of social media.
- m. Collaborate and communicate with the AzPTA Director of Membership to assist increasing AzPTA membership using strategies and techniques developed within the EPSIG.

Section F: Additional Executive Board Responsibilities

- 1. Executive Board members shall:
 - a. Remain in good standing with the AzPTA and APTA.
 - b. Act as representatives of the EPSIG to all Physical Therapists and Physical Therapist Assistants, conducting themselves professionally and appropriately.
 - c. Be present and responsible for the majority of EPSIG meetings, events, business meetings and financial matters and report to the Chapter.
 - d. Absences must be reported in advance unless an emergency arises.
 - i. Review and revise EPSIG policies as needed.
 - ii. Carry out the mandates and policies of EPSIG.
 - iii. Past Board members shall serve as mentors to their retrospective positions.
 - e. Develop a transition and mentorship plan with their successor for a duration of 1 year after their elected term.

ARTICLE VII: COMMITTEES

Section A. Members:

- 1. Committee members are appointed by the Executive Board responsible for the committee.
- 2. Committee Members shall:
 - a. Be in good standing with the AzPTA.
 - b. Carry out the mandates and policies of AZSSIG.
 - c. Act as representatives of the EPSIG to all Physical Therapists and Physical Therapist Assistants, conducting themselves professionally and appropriately.
 - d. Attend EPSIG meetings and events regularly.
 - e. Assist the Executive Board in performing duties.

ARTICLE VIII: FINANCE

Section A. Fiscal Year:

- 1. The fiscal year shall be from Jan 1 to Dec 31.

Section B. Dues:

- 1. The annual membership shall be free for all members, unless the EPSIG is unable to maintain finances sufficient to be self-supporting or the EPSIG chooses to amend these

bylaws to establish dues.

Section C. Budget:

1. An annual budget shall be developed and approved by the Executive Board consistent with Chapter guidelines.
2. Budget shall be provided to any member upon request.

Section D. Annual Report:

1. A financial report for the preceding year shall be submitted to the Chapter by the date specified by the Chapter.
2. A running financial report shall be provided to the Chapter by request.

ARTICLE IX: ELECTIONS

Section A. Nominations:

1. EPSIG members may nominate members for EPSIG leadership positions. EPSIG members may also nominate themselves for leadership positions. Nominated members will be contacted by the EPSIG executive board and asked to complete an application.
2. Officers shall assume their duties directly after elections at the Spring meeting, where they will meet with the past Executive Board member who held their position to discuss a transition and mentorship plan.

Section B. Conduct of Election:

1. All applications will be submitted by a date specified by the Executive Board.
2. The Executive Board will convene and candidates will be slated to positions based on their applications and EPSIG needs.
3. Candidates will be officially slated after the applications are reviewed and preliminary discussions of candidates and drafts of possible future leadership structures have been discussed.
4. Slated candidates will be voted on by EPSIG members at the AzPTA Spring meeting and appointed to the Executive Board by a majority board vote.

Section D. Removal of Executive Board Members and Committee Chairs/Members:

1. Executive Board members and Committee Chairs/Members may be removed and relieved of their duties for the following:
 - a. Poor attendance to EPSIG functions.
 - b. Inability to work as part of a collaborative team.
 - c. Inability to communicate effectively with team.
 - d. Inability to fulfill their responsibilities.
 - e. Behaving in a manner that is inappropriate or unprofessional while representing the EPSIG.
 - f. Being in poor standing with the AzPTA, or APTA.
1. In order to remove any member of the EPSIG leadership the Executive Board must convene and achieve a majority vote of the full board and have approval by the AzPTA EPSIG liaison or AzPTA President.
2. The EPSIG Liaison or AzPTA President may remove and relieve any EPSIG leader of their duties without Executive Board approval for any of the reasons below:
 - a. Poor attendance to EPSIG functions.
 - a. Inability to work as part of a collaborative team.
 - b. Inability to communicate effectively with team.
 - c. Inability to fulfill their responsibilities.
 - d. Behaving in a manner that is inappropriate and unprofessional while representing the EPSIG.

- e. Being in poor standing with the AzPTA or APTA.

ARTICLE X: DISSOLUTION

1. Group may dissolve, subject to a recommendation to dissolve, supported by no fewer than 2/3 of member voting in a referendum on the question to dissolve.

ARTICLE XI: BYLAWS

The members may amend these bylaws with majority vote of EPSIG board and AzPTA President approval.

