

SECTION ON RESEARCH
AMERICAN PHYSICAL THERAPY ASSOCIATION

BIOMECHANICS SPECIAL INTEREST GROUP
BYLAWS

Adopted by the membership 02/08/2008
Approved 12/27/2008

ARTICLE I: NAME

The name of this organization is the Biomechanics Special Interest Group, hereinafter referred to as the SIG, which is a component of the Section on Research of the American Physical Therapy Association, hereinafter referred to as the Section.

ARTICLE II: PURPOSE

The purpose of this SIG is to provide a means by which Section members having a common interest in biomechanics research may meet, confer, and promote these interests.

ARTICLE III: OBJECTIVES

The objectives of this SIG shall be to provide a forum for discussion, a venue for program development, and a presence in the public arena of the Section. In particular the SIG shall:

- A. Promote and develop the pursuit of biomechanical research methods in order to advance physical therapy practice.
- B. Promote the role of biomechanics research in the physical therapy profession.
- C. Expand the application of biomechanics research methodologies in physical therapy research.
- D. Represent the interests of the membership of the SIG within the Section.
- E. Provide service to the Section and the Association as a resource on biomechanics research.
- F. Serve as a network resource for researchers and clinicians with an interest in biomechanics research.

ARTICLE IV: MEMBERSHIP

Section 1: Classes and qualifications of members

The SIG membership classes and qualifications shall be identical to those established in the Section bylaws.

Section 2: Rights and Privileges of members

The rights and privileges of the members of the SIG shall be identical to those established in the Section bylaws.

Section 3: Application for and Admission to Membership

The payment of Section dues in accordance with bylaws of the Section shall constitute application for and admission to SIG membership.

Section 4: Good Standing

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

Section 5: Disciplinary Action

- A. Any member of the SIG who is suspended by the Section shall have their membership privileges revoked from the SIG. Any member who is expelled from membership in the Section shall be expelled from SIG membership.
- B. Any member of the SIG who fails to make timely payment of Section dues shall be expelled from SIG membership.

Section 6: Reinstatement

Any former member of the SIG who is in good standing in the Section may be reinstated to membership in the SIG by payment of the required Section dues.

ARTICLE V: REGIONAL INTEREST GROUPS

Section 1: Regional Groups

- A. Purpose

Members of the SIG residing or working in defined geographical regions may meet, confer, and promote their interest in research and the interests of their respective regions.
- B. Formation

Regional groups of the SIG may be established in accordance with the rules and conditions set down by the SIG's Executive Committee in keeping with appropriate Section policies and guidelines.
- C. A regional 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 SIG Executive Committee.
 - 2. Not levy special assessments that carry punitive action or loss of good standing.

Section 2: Limitations

Regional Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Section and Association.

- B. No regional interest group shall profess or imply that it speaks for or represents the SIG or members other than those currently holding membership in the regional or special interest group unless authorized to do so in writing by the SIG's governing body.

ARTICLE VI: MEETINGS

Section 1: Annual Meeting

- A. An annual meeting of the SIG shall be held for the purpose of conducting the SIG's business.
- B. The annual meeting of the SIG shall be held at the time and place of the Combined Sections Meeting (CSM) of the Association or, in the event that the CSM does not take place, at the annual conference of the Association.
- C. The annual meeting of the SIG shall have the power to adopt and amend the Bylaws of the SIG, to adopt policies of the SIG, to issue mandates to the SIG's Executive Committee, and to create and appoint such special committees as it deems necessary.

Section 2: Special Meeting(s)

The SIG's Executive Committee may choose to schedule a business meeting at the time and place of the Association's annual meeting or at any other time and place judged to be convenient for members of the SIG. Such meeting, however, shall not have the power to adopt and amend the Bylaws of the SIG.

Section 3: Notice of Meeting Requirements

Notice of time and place of business meetings shall be sent to all SIG members at least thirty (30) days prior to the meeting.

Section 4: Statement of a Quorum

A quorum must be present in order to conduct a legal meeting. Ten members of the SIG who are members of the Section and who have the privilege of voting shall constitute a quorum.

Section 5: Meeting Minutes

All meeting minutes shall be submitted to the Section within 45 days of the date of the meeting.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and Treasurer.

Section 2: Officers

The officers of the SIG shall be the Chair, Vice-Chair, Secretary and Treasurer.

A. Chair

The Chair shall be responsible for preparing the agenda for and shall preside at the annual meeting and any other meetings of the SIG and all meetings of the Executive Committee. The

Chair shall be responsible for the SIG's annual report to the Section. The Chair shall be responsible for organizing educational programming. Only the Chair or the Chair's designee shall serve as the official spokesperson for the SIG.

B. Vice-Chair

The Vice-Chair shall monitor Section activities and shall advise the Executive Committee and Chair on the SIG's role in Section matters. The Vice-Chair shall assume the duties of the Chair in the absence or incapacitation of the Chair. In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to the Chair position for the unexpired portion of the term, and the office of the Vice-Chair shall be declared vacant.

C. Secretary

The Secretary shall be responsible for keeping the minutes of the annual meeting and any other meetings of the SIG and the minutes of meetings of the Executive Committee. The Secretary shall maintain the SIG's membership records and notify SIG members of the date, time, and place for the annual meeting and any other meetings of the SIG. The Secretary shall also be responsible for presenting a report on the SIG's membership at the annual meeting; for reporting to the Executive Committee and the Chair as requested, and to the Section as required; for maintaining the SIG's archives of all official records, documents, and correspondence; and for preparing a summary of the proceedings of the annual meeting and any other SIG meetings for publication as soon as practicable after each meeting.

D. Treasurer

The Treasurer shall be responsible for receiving and disbursing all SIG monies; for developing and proposing to the Executive Committee the SIG's annual budget; for the annual audit of the SIG's accounts; and for reporting on the financial status of the SIG to the annual meeting, to the Executive Committee and Chair as requested, and to the Association as required.

Section 3: Tenure

- A. Members of the Executive Committee shall assume office at the close of the meeting at which their election is announced.
- B. The term of office of each member of the Executive committee shall be two years. The terms of the Chair and Vice-Chair shall expire in odd-numbered years; the terms of the Secretary and Treasurer shall expire in the even-numbered years. The terms of committee chairs shall be two years.
- C. No member of the SIG shall serve more than one position on the Executive Committee.
- D. No member shall serve more than three complete consecutive terms on the Executive Committee or more than two complete consecutive terms in the same office or position.
- E. Vacancies shall be filled by appointment of the Executive Committee for the unexpired portion of the term.
- F. Removal from office and the Executive Committee may occur by a 2/3 majority vote of the SIG membership.

Section 4: Duties

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws:

- A. Carry out the mandates and policies of the SIG as determined by the annual meeting and any other meetings of the SIG. Between annual meetings, the Executive Committee may make and enforce such policy on behalf of the SIG as is not inconsistent with the mandates and policies determined by the annual meeting and any other meetings of the SIG.
- B. Direct all business and financial affairs for and on behalf of the SIG, adopt the Section's annual budget, be responsible for all of the SIG's property and funds, and provide for an annual audit.
- C. Foster the growth and development of the SIG and its regional groups.
- D. Direct and determine the priority of all activities and expenditures in fulfillment of the SIG's Purpose and Objectives.
- E. Provide for bonding of all persons handling money or other property of the SIG.
- F. Provide for appropriate action on all applications for membership in the SIG.
- G. Be responsible for filling vacancies on the Executive Committee and on committees, except at otherwise provided in these Bylaws.
- H. Be responsible for creation, appointment, purposes, and activities of such committees and individual appointees as it deems necessary.
- I. Be responsible for the time and place of the annual meeting and any other meetings of the SIG.
- J. Be responsible for the program, time, and place of scientific programs of the SIG.

Section 6: Conduct of Business

The Executive Committee shall meet not less than once a year. Three members shall constitute a quorum. The Chair may call a special meeting of the Executive Committee and must call a special meeting on written request of three members of the Executive Committee. Written notice of all meetings shall be mailed to all members of the Executive Committee not later than ten days before the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail or telephone and the quorum shall apply.

ARTICLE VIII: COMMITTEES

Section 1: Nominating Committee

- A. This committee, elected by paper ballot of all Section members eligible to vote in elections, at the annual meeting shall consist of three members who are:
 - 1. Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing for a minimum of two years,
 - 2. Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing for at least one year immediately preceding their election or appointment, and
 - 3. Consented to serve.

B. Members shall serve three-year terms. One member of the Committee shall be elected each year. No member shall be elected to successive complete terms on the Nominating Committee.

(1) The chairman shall be elected by the committee.

(2) Vacancies on this committee shall be filled by appointment by the Nominating Committee to fill the unexpired portion of the term.

(3) This committee shall prepare a slate of at least two candidates if possible, from those consenting to serve, for each position on the Executive Committee and the Nominating Committee and shall submit this slate of candidates to the Secretary no later than 14 days prior to the annual meeting of the Section.

ARTICLE IX: ELECTIONS

A. Members of the Executive Committee and members of the Nominating Committee shall be elected by paper ballot at the annual meeting.

B. Tellers designated by the Secretary shall tabulate the results of the elections. Election for each office or position shall be by a plurality of the valid votes cast.

C. The Secretary and one member of the Nominating Committee in the final year of service on that committee shall be responsible for verifying the election results.

D. The Secretary shall report the results of the election to each of the nominees, to the Executive Committee, and then to the membership via electronic communication.

ARTICLE X: FINANCE

Section 1: Fiscal Year

The fiscal year of the SIG shall be from January 1 through December 31.

Section 2: Limitation on Expenditures

No officer or committee shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment except by order of the Executive Committee. The Executive Committee shall not commit the SIG to any financial obligation in excess of its current financial resources.

Section 3: Dues

All dues changes approved at the SIG annual meeting, as provided elsewhere in these bylaws, submitted to the Section, and approved by the Section's Executive Committee will become effective on the first of the SIG's next fiscal year.

ARTICLE X: DISSOLUTION

The SIG may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Executive Committee and adopted by two-thirds of the SIG's members voting in a referendum on the question to dissolve.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order adopted by the SIG.

ARTICLE XII: AMENDMENTS

- A. These Bylaws may be amended at the annual meeting of the SIG by a majority vote of members present and voting, providing that notice of the proposed amendments has been given to the SIG's membership at least 30 days in advance of the annual meeting at which the proposed amendments are to be considered.
- B. If the intent of an amendment is editorial or procedural to bring the SIG's Bylaws into agreement with those of the Section or Association, the amendment shall be made as required by the Secretary and shared with the Executive Committee. The Secretary shall notify the SIG membership that such amendments have been made.
- C. Amendments to the SIG's Bylaws become effective upon approval in writing by the Section's Executive Committee.

ARTICLE XV: ASSOCIATION AS HIGHER AUTHORITY

In addition to these SIG bylaws, the SIG is governed by the Section's bylaws and standing rules, and by Association's House of Delegates and Board of Directors policies.