

**Tennessee Physical Therapy Association**

**BYLAWS  
AFFILIATE SPECIAL INTEREST GROUP**

***ARTICLE I. NAME***

The name of this organization is the Affiliate Special Interest Group (ASIG) of the Tennessee Physical Therapy Association (TPTA), hereinafter called ASIG and Chapter, respectively.

***ARTICLE II. PURPOSE***

The purpose of the ASIG is to provide a means by which Affiliate members, hereafter referred to as affiliates, having a common interest, may meet, confer, and promote the interests of its membership classes, the Chapter, and the American Physical Therapy Association (APTA).

***ARTICLE III. OBJECTIVES***

1. Provide for the exchange of information between ASIG members concerning issues confronting the profession of physical therapy.
2. Identify and respond to areas of concern related to ASIG members.
3. Promote the role of affiliates and affiliate students.
4. Promote membership in and understanding of the American Physical Therapy Association, Chapter, and ASIG, within the Chapter.
5. Represent the interests of ASIG members before the official decision-making bodies of the Chapter, APTA, and other components.
6. Assist the Chapter and APTA in furthering the profession of Physical Therapy in the state of Tennessee

***ARTICLE IV. MEMBERSHIP***

**Section A. Qualifications**

Membership in ASIG shall be open to all affiliate members in good standing within the Chapter.

**Section B. Classes**

1. Affiliate –voting member
2. Life affiliate – voting member
3. Student affiliate – non-voting member

**Section C. Rights of Members.**

All affiliate and life affiliate members of ASIG shall have the right to attend all meetings, speak, debate, pay dues, make and second motions, vote, and hold office.

**ARTICLE V. EXECUTIVE COMMITTEE****Section A. Constituency**

The Executive Committee shall consist of the following 5 officers elected by the membership for a term of two years: Chairman, Vice-Chairman, Secretary, Treasurer, and Representative. The Chapter Board of Directors Liaison will serve as an ex-officio member of the board.

**Section B. Qualifications**

Affiliate members in good standing of the ASIG who will be members throughout the term of office, and agree to fulfill the duties of office for which they have been nominated, shall be eligible to hold office.

**Section C. Duties**

1. Chairman shall prepare the agenda for all meetings of the Executive Committee; report to the TPTA Board of Directors on the activities of the ASIG; attend all TPTA Board of Directors meetings and serve as the official spokesman for the ASIG; conduct elections and preside at all meetings of the ASIG at TPTA Annual meeting and the fall chapter meeting.
2. Vice-Chairman shall assist the Chairman in preparing meeting agendas, in the conduct of all ASIG activities in accordance with assignments made by the Chairman; report to the Executive Committee and the Chairman as requested. The Vice-Chairman shall assume the duties of the Chairman in his/her absence.
3. Secretary shall record the minutes of all Executive Committee meetings; coordinate membership promotion and retention activities; maintain a current list of affiliates' names, addresses and phone numbers; report to the Executive Committee and the Chairman as requested.
4. Treasurer shall receive and disperse all ASIG monies; develop and maintain a format for budget requests and financial reports; obtain written requests for the budget from officers; report on the financial status of the ASIG to the TPTA Financial Committee; report to the ASIG Executive Committee and the ASIG Chairman as requested.
5. Representative shall attend the Annual and Special Meetings of the National Assembly; prepare a report for all ASIG meetings; submit a written report to the Volunteer Voice as appropriate.

**Section D. Quorum**

A quorum shall be three (3) members of the Executive Committee

**Section E. Reporting**

At least annually, the Executive Committee shall submit to the ASIG a written report of ASIG activities and finances.

**ARTICLE VI. COMMITTEES****Section A. Nominating Committee**

The Nominating Committee shall consist of three (3) members, elected by the members.

**Section B. Finance Committee**

The Finance Committee shall consist of the Treasurer and at least one other member appointed by the Chairman with the approval of the Executive Committee.

**Section C. Other Committees**

To assist in the operation of the ASIG, other committees may be formed by the Chairman with the approval of the Executive Committee

**ARTICLE VII. MEETINGS**

**Section A.**

The ASIG shall hold at least two business meetings annually in conjunction with the Annual and fall Chapter meetings.

**Section B. Privileges**

All meetings shall be open to all Chapter members, but only ASIG members shall have the right to make motions or vote.

**Section C. Notification of meetings**

All meetings shall be announced to all ASIG members by appropriate mechanisms.

**Section D. Quorum**

A quorum shall consist of eleven (11) members, providing at least three (3) officers are present.

**Section E. Minutes**

The Secretary shall take minutes at all meetings of the Executive Committee and business meetings of the ASIG. Copies of those minutes shall be sent to the Chapter's office and be available to any ASIG member on request.

**Section F. Special Meetings**

The ASIG's Executive Committee may call a meeting of the ASIG at any time and place as deemed necessary providing 30 days prior notice of said meeting is given to all ASIG members.

**ARTICLE VIII. FINANCE**

**Section A. Annual Budget**

An annual budget shall be developed and approved by the Executive Committee and made available for the information of the membership.

**Section B. Fiscal Year**

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

**Section C. Annual Report**

An annual financial report for the preceding year shall be submitted to the Chapter by the date specified by the Chapter

**ARTICLE IX. VACANCIES****Section A. Elected Officers**

All officers shall be elected for 2 year terms, or until the election of their successors: the Chairman, Vice-Chairman, and Representative in odd numbered years; the Secretary and Treasurer in even numbered years. These officers, with the exception of the Representative, shall be elected at the Annual meeting. The Representative election will be in the fall. All will take office January 1. In the event that the Chairman is unable to serve, the Vice-Chairman shall assume the position of the Chairman. All other vacancies of elected officers shall be filled by appointment by the Chairman with the approval of the Executive Committee.

**Section B. Appointed**

Vacancies occurring on committees shall be filled by that committee chairman with the approval of the Executive Committee of the ASIG.

**ARTICLE X. PARLIAMENTARY AUTHORITY****Section A.**

Robert's Rules of Order Newly Revised shall be the authority for any procedure in the ASIG except if specifically stated in the Bylaws or rules of the ASIG.

**ARTICLE XI. AMENDMENTS****Section A. Approval**

The Bylaws and any subsequent amendments of revisions shall not be valid until approved by the Chapter Board of Directors.

**Section B. Subsequent Amendment**

These Bylaws may be amended in whole or in part by a 2/3 vote of the members of the ASIG present and voting at a ASIG membership meeting, provided that

1. A quorum is present
2. Thirty (30) days notice has been given to all members

**Section C. The Executive Committee**

If the intent of an amendment is editorial or to bring the ASIG's Bylaws into agreement with those of the Chapter, the amendment shall be made as required by the ASIG Chairman and approved by the Chapter Board of Directors. The ASIG Chairman shall notify the ASIG's membership of such amendment.

**ARTICLE XII. DISSOLUTION**

**Section A. Dissolution**

The ASIG may petition the Chapter Board of Directors to dissolve on an affirmative 2/3 vote of those present and eligible provided that

1. A quorum is present
2. Thirty (30) days notice has been given to all members

**Section B. Records and Funds**

If formally dissolved, the ASIG records and funds shall become the property of the Chapter.

**Section C.**

The Chapter shall not be obligated for any debts incurred by the ASIG unless the Chapter has given the ASIG specific written authorization.