Developing a Student Special Interest Group

The Student Assembly Board of Directors (SABoD) would like to present you with the opportunity to develop a Student Special Interest Group (SSIG) in your state. The SABoD has created an introductory manual to assist you with this endeavor.
Welcome to the SSIG Starter Manual!

Congratulations on taking the first step to starting a Student Special Interest Group for your state - checking out the SSIG Starter Manual to learn more about what you can do! We appreciate your desire to get involved. The purpose of this manual is to guide students in the endeavor of creating a state Student Special Interest Group, SSIG. Having a SSIG in your state can increase student involvement with the American Physical Therapy Association and your state chapter. SSIGs help students develop a professional network, optimize communication skills, strengthen their knowledge base, and refine their interests. This manual will help you understand the purpose and benefits of a SSIG and guide you through the initial development. You will also find great tips on goal writing, communication etiquette, and teamwork. Great samples and testimonials are supplied at the end of the document.

Good luck!

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The Basics

Purpose
The purpose of the SSIG, or state Student Assembly, is to provide means by which student physical therapist and student physical therapy assistant students, having a common interest, may meet, confer, and promote the interest in its membership to the chapter and to the national association (APTA).

This purpose will be accomplished through the following objectives. The SSIG will:

1. Provide a format for social interaction between students from different schools within the state
2. Participate in events promoting the profession of physical therapy and membership in the APTA
3. Create forums allowing students to discuss current topics and issues concerning physical therapy community that relates to students
4. Represent the interests of SSIG members before the official decision making bodies of the state, national organization, and other components
5. Encourage student legislative action, involvement, and understanding in issues pertaining to the future of physical therapy
6. Prepare SSIG members for future participation and leadership roles within the APTA

Benefits
Below is a short, compiled list of why you should help develop a SSIG in your state. A SSIG can provide you with:

• Opportunities to socialize and network with students and professionals in your state allowing you to form friendships and professional relationships to benefit your future career
• Educational experiences tailored to student interests
• Skill development in areas of leadership, organization, teamwork, and communication to prepare you for your career and to be a future leader of the APTA
• Important information about the current workings of your state chapter that will affect you as a professional
• Mentoring opportunities to either be a mentor to a younger student or be a mentee to a professional member of your state association
• Travel scholarship opportunities to attend national events including but not limited to CSM and NSC
• The opportunity to expand your professional abilities through networking allowing you to be the best physical therapist/physical therapist assistant you can be
How To Start Your SSIG

Procedures

Below basic steps to forming an SSIG are listed.

1. FIND A SPONSOR

   1. This is one of the most important steps in establishing a SSIG and unfortunately also one of the hardest. Find a sponsor/mentor who is involved in your chapter’s association. It is best if this person involved with your state’s chapter leadership (Board of Directors, etc.) to allow easier transitions and modifications. A sponsor/mentor can be a devoted faculty member, an active alumni, or anyone else willing to guide this group and act as the link between the state leadership and the SSIG Executive Board. Be sure to ask your sponsor about Board of Director meetings, seeing that you will need to propose the SSIG in step 6.

      1. Helpful Hint: Find a sponsor who is already on the BOD and a faculty member at a school if at all possible

2. ANNOUNCE THE PROPOSAL of the SSIG Establishment to all PT/PTA schools in your state

   1. It is easy to get your friends from your program involved, but a great SSIG has members from across the state. Working with your schedule to travel to other schools to talk about making an SSIG, or even just emailing program directors is a great way to reach out to all schools. This allows you to get a real feel of how much interest is in the state which will help you in the future.

      1. Helpful Hint: Utilize friends from undergraduate / prerequisite classes that are also in physical therapy. Make contacts and establish relationships: you will use these contacts from other schools to be future school liaisons for your organization

3. TALK TO YOUR CHAPTER LEADERS about the steps needed to officially establish an SSIG

   1. Each state has varying bylaws. Therefore, you have to find out what your state requires to make an SSIG. For example, some states require a petition, some require an official proposal at a Board of Director Meeting. Confirming what needs to be done and by what date is essential. Discuss terms of membership with the BOD in order to put them in your bylaws in step 4.

      1. Helpful Hint: Make friends with your state board! You will be contacting them often so establish a sound relationship.

      2. Helpful Hint: Make friends with office staff for your state chapter for they are the ones usually organizing BOD meetings and major events

4. CREATE BYLAWS for the SSIG following the chapter’s guidelines

   1. There are sample bylaws and procedural guidelines later in the manual. Having established bylaws ready to present to your chapter Board of Directors will lead to a
smooth transition. Once bylaws are established and confirmed, the SSIG is ready to rock and roll!

1. Helpful Hint: Look at bylaws of other state SSIG’s later in this packet to help

5. ESTABLISH GOALS and objectives specific to your SSIG that reflect APTA and state chapter guidelines. Using these goals, create a mission statement.

1. See goal setting section later in the manual. Having goals that abide the national organization’s guidelines will steer the organization in the right direction and ensure productivity. Goals help establish vision. Having this will make the next step a bit easier.

1. Helpful Hint: Print off your goals and put them in the sleeve of your SSIG Binder. This helps you always remember what you want to accomplish, for it becomes easy to be distracted with all of the fun you can have with an SSIG!

6. PRESENT SSIG PROPOSAL to Chapter

1. With permission, attend a Chapter leadership meeting with your sponsor and share your plan of creating an SSIG. Use your mission statement, goals, and objectives to let the Board know your dedication. Share the benefits of the SSIG to ensure the Board that the organization will benefit students, professionals, and APTA membership

1. Why it works: If you have a relationship with the state leaders and office staff, this is easy!

Now that the behind the scenes work is complete, it's time to find the faces of your SSIG!

7. PLAN YOUR FIRST SSIG MEETING

1. Your first meeting should be during a large event, for example during a state conference. You want as many students to be at this meeting as possible. The first meeting will be similar to the proposal at the Board of Directors Meeting in that the idea of the SSIG and its goals will be discussed with members. This is a great opportunity to get feedback from students regarding what they want(expect from the SSIG in its first year. Also at this meeting students can nominate themselves or others for officer positions. Keep in mind that the term of office for your Executive Board and your Executive Board position titles (chair vs. president, etc.) depend on your bylaws. Generally, a term is a calendar year, therefore your first meeting, where you take nominations, should be between October and December so that there is time to vote and get the board ready before its official beginning in January.

1. Helpful Hint: Use a state event for your meeting, for example your state’s annual conference. Contact schools and program directors a head of time to help increase attendance at the meeting.
8. CREATE THE VOTING PROCEDURE allowing all state students to have an equal chance to vote for their future SSIG Executive Board
   
   1. Use technology to your advantage. Use emails, surveys, etc. to make sure all students can have an input on who will run the student organization. Announce the winners and congratulate your new student leaders!
      

9. HOST EXECUTIVE BOARD PRE-TERM MEETING

   1. Now that you have the leaders elected, have a meeting to review goals (see goals section), discuss communication (see communications section), and define roles (see teamwork and roles section).

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**Getting Started**

After creating an SSIG and electing an Executive Board, the fun can begin! There are so many options of what you can do with an SSIG. Below is a general list of activities you can do to reach out to students in your state.

**-Social Activities: dances, sport competitions between school, district meetings**

   Cool things in other states:

   IL. has an annual late-night social during the Illinois Student Conclave. A local physical therapy company donates to the event. IL also has an annual Marquette Challenge Banquet for all IL students; fundraising at the event is all donated to the Foundation of Physical Therapy. IL also has a Summer Social in Chicago, IL for all PT/PTA students in the area.

   NJ does not call their SSIG a SSIG instead it is called New Jersey Student Assembly. They have meet and greets at state chapter conferences, and multiple fundraising events throughout the year.

**-Educational Events: question answer sessions, visits from SABOD/APTA/Chapter members, specialist presentations, money management, resume critiques, mock interviews**

   Cool things in other states:

   IL. has specialists present at the Illinois Student Conclave to talk about different aspects of physical therapy not covered in depth in class sessions.

**-Legislative Events: speakers, Capitol Hill visits, letter writing sessions**

   IL. had a special section in their monthly newsletters advertising the SABoD's Flash Action Strategy in 2013 to encourage IL students to participate
-Student Outreach: monthly newsletters, travel scholarships, awards for leadership, awards for academic achievement

Cool things in other states:

IL writes monthly news letters to send out to all programs. The Executive Board members take turns writing the news letters. News letters include recent legislative information, recent research, student and school highlights, district meeting information, and details about other upcoming events. IL also uses social media to reach out to students including Facebook and their own webpage on the IPTA’s website.

NJSA writes a monthly newsletter sent via email but does most of their outreaching through social media (Facebook). In the newsletter they highlight upcoming events, research etc.
How To Details

Goal Writing

We learn how to write goals for our future patients; they have to be timely, measurable, attainable, and functional. Some goals are short term, helping reach an upcoming achievement, while others are long term, keeping our eye on the prize. The same guidelines apply to goal writing for an organization. Thinking about the purpose of an SSIG, to allow students to meet, confer, and promote membership, establish goals that can help you monitor progress and decide where efforts should be targeted. There should be short term goals, to be completed within the executive board’s term, and some longterm goals, what should be accomplished in years to come. Below are sample goals you can use to help steer your SSIG.

Remember, goals should be SMART

Specific
Measurable
Attainable
Real Life Application
Timely

Examples:

Longterm goals

- In one year’s time, the SSIG will increase our state’s APTA student membership by 10% in order to increase student involvement and gather more student input regarding the physical therapy profession.

- In one year’s time, the SSIG Executive board will host one state-wide social event for PT/PTA students in order to promote APTA membership.

- In one year’s time, the SSIG Executive board will educate the state programs on one current legislative action the chapter is partaking in order to increase awareness of legality issues affecting physical therapy.

Short-term goals

- By the end of the month, one member of the SSIG executive board will create and release a newsletter emphasizing the benefits of being an APTA member in order to educate students on resources provided by the APTA.

- In three months time the SSIG executive board will attend at least one district meeting in order to increase PT awareness of the organization.
Communication

Efficient and effective communication is essential to the success of the SSIG. There needs to be constant communication between the Executive Board members, between the Executive Board and the Chapter's BOD, and between the Executive Board and the rest of the members.

Communication Within the SSIG Executive Board

Executive Board members may or may not be from the same school. Having official face-to-face meetings are essential to ensure mutual understanding among members. Examine the communication etiquette techniques below to help design your communication output.

• Face to Face Meetings
  • Schedule multiple meetings ahead of time and change them if conflicts arise opposed to scheduling meetings as needed. It is difficult to plan a meeting when you desperately need one when everyone is a student; our schedules are packed!
  • Use agendas to guide your meeting. Have a draft agenda created one week prior to the meeting and send it to all attendees so they can add/edit. Having an agenda will help you make sure you discuss everything that needs to be discussed and prevents you from going on tangents. Efficiency and effectiveness are the keys to a successful face to face meeting
  • Have one of your Executive Board members take minutes. They can be in a formal or an informal format. Minutes allow you to remember everything that was previously discussed and have record of your progress. Keeping minutes is like taking daily notes on a patient; it allows you to track progress and remember where you left off.

• Emails
  • Use the subject lines for controlling threads. It is easy to have huge threads with multiple topics in each. Use one thread for Newsletter Discussions, another for Meeting Scheduling, another for a Specific Social Event, etc.
  • Be concise in your emails. There is no need to send an email that says “Great job!” The compliment is thoughtful and kind, but that can be sent in a text. Keep emails professional in order to be efficient and organized. It is difficult sorting through a 200 email thread when half of the emails say “good idea” or “I like that.”
  • Add your sponsor/mentor and your chapter office contact to email threads. They can help contribute ideas and make sure you are all on track.
Communication Between the SSIG Executive Board and the Chapter Leadership

Communication between the Executive Board and the Chapter, whether it be through the BOD or the office staff is also important to the success of the SSIG. The students can have great ideas, but many actions need to be approved by the chapter. View some helpful hints below the make sure your communication to the chapter is the best it can be.

- **Face to face meetings**
  - Be prepared. The Chapter has many things to juggle and most meetings are time conscious. Have your questions and commentary pre-planned. It may also be beneficial to have written proposals/outlines handy to distribute.
  - Dress professionally. Even though we are students, as an Executive Board member of the SSIG you are representing all PT/PTA students in your state. Be professional not only with your actions but with your appearance.

- **Emails**
  - Like emails within the board, use descriptive subject lines to increase organization.
  - Be concise. Instead of sending twelve emails with one question, send one well written email with your twelve questions numbered and outlined. This will help the Chapter respond to all questions you have in an organized manner.

Communication Between the SSIG Executive Board and Students

Communication between the Executive Board and the students in the state is most important! This is how you increase APTA membership. Communication with all of the programs can be challenging, so deciding how to reach out to everyone needs to be a unanimous decision between the Executive Board. You can choose to utilize student representatives from each program, faculty members, or program directors. One person on the Executive Board can be responsible for all school communication, or each member can be responsible for certain programs. You can send out news letters, weekly email updates or whatever you see fit! Let your creative sparks fly!

**Teamwork and Duty Delegation**

The whole is the sum of its parts. It is vital to the success of an SSIG to have strong leadership represented in its Executive Board. Even more important than strong leadership is unifying teamwork. The Executive Board members of the SSIG are just that, members of a board, not individuals with titles. These leaders need to work together for the students of the entire state. It is important to set position titles and school associations aside and focus on how to best integrate students into the APTA.

With that said, starting an SSIG is too much for one person to handle and having board members with specific duties will lead to efficiency. Specific duties may be allocated to certain positions in the bylaws. Despite the specific duties, as a board member you are a team member. Everyone, especially with the initial development of an organization, is responsible for the whole function. Keep your duties specific but be prepared to step up to any plate. Below are some suggestions of what current SSIG’s do to delegate duties and promote teamwork.
• Every Executive Board member writes a monthly newsletter, ex. John: Jan, Feb, March, Susan: April, May, June, etc.

• Executive Board members are responsible for communication of certain schools to make sure one person is not juggling emails from all programs.

• One Executive Board member is responsible for updating a group calendar for all members to avoid duplicity.

• Every Executive Board member creates a binder and keeps track of all of their responsibilities over the year to ease the transition for the following Executive Board.

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**Transitioning Leadership**

There are numerous ways to provide consistency in your SSIG as students graduate - the most important fact to remember is that students will graduate and change will happen. Being proactive to change rather than reactive is a great way to establish consistent leadership and increase student involvement. Take to mind these ideas when first making the blueprints your SSIG to allow fluidity and consistency from one leadership team to the next.

**Identify and encourage interested students early.**

As you get your SSIG up and running, pull students in who are interested in leadership positions. Ask them to attend meetings, participate on committees, and consider running for a position. Use committees to link interested students from across the state. Many students are interested – they just need a bit of encouragement and reassurance!

**Establish a nominating plan.**

Plan ahead for future leadership elections. This includes planning on when and how to reach out to students to inform them of the leadership options available within your SSIG. Make sure all students are aware of the nominating process. Your plan should also include a way to encourage students who would be great leaders for your SSIG to run for a position. It may be a good idea to use your current executive board members or reach out to other active students to form a nominating committee with the sole purpose of focusing on the next year's election process.

**Keep good notes and have clear transition documents.**

A great way to help assimilate a new leadership team is through good note taking. Past executive board members should keep a binder with information regarding what they did during their term. Clearly labeled folders will not only help you stay organized, but also make the transition smoother. Think about what you wish you had when you took your position and make a simple document for the new leaders. This helpful binder will lead to consistency and strong leadership for your state’s students.
**What If...**

When creating a student-lead organization, numerous barriers will arise. To best prepare you for common obstacles, read this section full of “what if...” scenarios

<table>
<thead>
<tr>
<th>What If’s:</th>
<th>Possible Solutions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What if the schools in my state are spread out?</td>
<td>Consider Tele-conferences and meeting at already scheduled conferences. Utilize technology, like google chat and/or skype. Emailing will most likely be your main form of communication, therefore using email etiquette discussed in the Communications section will be extremely important. If you have the passion and the drive, you can do it no matter how big your state is!</td>
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<tr>
<td>What if there is a lack of interest among all the schools in my state?</td>
<td>It may be unrealistic to assume that every school in your state is going to be 100% enthusiastic with your goals, but it is still important to reach out to everyone. Even if your organization starts at one school, the excitement of a new SSIG can spread quickly. Speak to your state’s Core Ambassador (the state student representative to the Student Assembly, if you do not know who your Core Ambassador is email the Student Assembly Vice President at <a href="mailto:aptasa.vicepresident@gmail.com">aptasa.vicepresident@gmail.com</a>) to get a list of faculty contacts and student representatives. Seek to establish contact with them. They could be your connection to the school. Once the Executive Board is established, use your new contacts to figure out what you can do to get students excited. Think about offering incentives such as stipends for attending conferences by being an SSIG member. Use social events to get students to connect and network. This will help promote inter-school collaboration and eventually lead to increased SSIG membership. You can do it!</td>
</tr>
<tr>
<td>What if I have difficulty finding a SSIG mentor/sponsor?</td>
<td>Use the resources you have. Reach out to your state chapter with your interest and chances are they will help you find the perfect mentor. Another great place to look for mentors is your school’s alumni pool.</td>
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</table>
What if there isn’t enough money allocated to our SSIG to put on large events?

A small event does not mean an unsuccessful event. Any way you can get students together is a success! Sometimes starting small helps you raise money and promote inter-school collaboration which can lead to a larger event in the future. For smaller events, utilize local establishments that could offer package food and beverage deals. It is also reasonable to think about having a general meeting at a larger event like a state conference.

Fundraising is another way to start off events when you are just beginning your budget. Having competitions between schools is a great way to increase student participation and begin your funding. Let your imagination go and don’t think about size!

Our SSIGs have been prominent and then students graduate and few have taken on the responsibility. What do we do then?

When you first start your SSIG, think about setting a solid foundation to prevent this. Have well established goals and bylaws that guide all of your actions. If you stay on track, it makes it easier for future students to follow that path. The biggest drop-offs of SSIGs is when a few students do a lot of big things that are hard to replicate in the future. Start small and solid. One great way to do this is by having a position on your executive board dedicated to comparing current actions to the past and to the bylaws. Also having a president elect position can eliminate the loss of interest.

Think about coming up with a plan for future recruitment to keep the interested students and to encourage new students to be involved. Consider social media such as Facebook, email, and newsletters. Try to get a master contact list for all students who have ever even attended an SSIG event to send emails to. Update that master list yearly to make sure you are congratulating graduates and reaching out to first years.

Our SSIG hasn’t been able to get a lot done. What do we do now?

Go back to your foundation and look at your goals. Do you have a reasonable mission and strategic plan? Think about setting up chairs for specific projects that help you accomplish those goals. Promote an attitude of inter-school collaboration even within the SSIG board. Set up a meeting each year to evaluate and assess.
Testimonials

Below are personal stories of previous SSIG Executive Board members who helped create an SSIG in their state.

“Communication was a big factor in success. Conference calls, emails, and in person meetings always helped to ensure that each member of the board was on the same page and plans were in motion for our goals to be obtained. At the beginning of the year, we each sat down and discussed goals for what we envisioned for the SSIG. Each of us had varied goals and perspectives due to our previous experiences, which led to variability in our individual goals. By discussing these among the group, we were able to develop group goals that each of us were impressed and happy with. Overall, I think that this variability in experiences within our team was a key to our success as a group. The communication factor also helped here as we needed to be mindful of other’s experiences, the way they related to our group, and how our own experiences fit as well. “

Joe Hanley, Illinois SSIG Treasurer 2012, Vice President 2013

“Helping create the IL SSIG was an extremely rewarding experience. It helped me develop better time management skills and communication skills. I learned how to prioritize not only my time but also how to prioritize my duties. Effective goal writing is essential to any organization’s success – its our study guide that you keep looking back to, making sure you are on track. This experience absolutely taught me how to write and use good goals. The hard work really paid off and I think that the IL SSIG is really going to make a big difference. Just in the first two years we were able to hold more than 4 social events, one of them being a huge fundraiser for the Foundation of Physical Therapy that raised over $7,000!”

Meg Simonetti, Illinois SSIG Secretary 2012, Student Mentor 2013
“Helping to create and being a part of a new group is a challenging experience, but it can also be one of the best experiences. My involvement in the IL SSIG was one to remember and created great opportunities. We were able to work with the IPTA and understand the organization more as a whole while creating opportunities for more students to get involved. As a group, we were able to organize social events to bring the students of Illinois together, plan the yearly IL Student Conclave, attend National Student Conclave, and create the building blocks for the future SSIG. The IL SSIG was a way to be involved in the IPTA while still connecting with PT and PTA students and I’m happy to say I could be apart of it.”

- Katheryne Zempel, Illinois SSIG Vice President 2012
Samples

Bylaws

Included are sample bylaws form other states. Utilize your chapter office to help you formulate bylaws that allow you to function and accomplish your goals.

Sample Bylaws 1.

SSIG BYLAWS

ARTICLE I. NAME
The name of this organization is the Student Special Interest Group of the Physical Therapy Association of Georgia. Hereinafter the Student Special Interest Group will be referred to as SSIG, the Physical Therapy Association of Georgia will be referred to as the Chapter.

ARTICLE II. PURPOSE
The purpose of the SSIG shall be to provide a means by which student and student affiliate members, hereinafter referred to as students, having a common interest because of their category of membership, may meet, confer, and promote the interests of their membership category, the SSIG, and the Chapter.

ARTICLE III. OBJECTIVES
The objectives of the SSIG shall be to: A. Identify and respond to areas of concern related to student members. B. Promote the role of students in physical therapy. C. Promote membership and encourage the participation of students in the American Physical Therapy Association, hereafter referred to as the Association, the Chapter, SSIG, and the Student Assembly, hereafter referred to as the SA. D. Assist the Chapter in the furtherance of the object and function of the Chapter. E. Provide such services as will further the SSIG’s purpose.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members
The SSIG membership categories and qualifications for students and student affiliates shall be the same as those of the Association. Section 2: Rights and Privileges of Members The rights and privileges of the SSIG’s members at SSIG meetings shall be identical to those established in the Association bylaws.

Section 3: Application for and Admission to Membership
All student members of the Chapter shall be members of the SSIG.

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 Association. Section 5: Disciplinary Action Any member of the SSIG who is suspended by the Association shall have their membership privileges revoked from the Association, from the Chapter, and from SSIG. Any member who is expelled from membership
in the Association shall be expelled from Chapter and SSIG membership.

Section 6: Reinstatement
Individuals are reinstated to Chapter membership in accordance with the Association’s Standing Rules. The Chapter and may not charge a reinstatement fee.

ARTICLE V. MEETINGS

Section 1: Meetings
The SSIG shall hold quarterly meetings of the membership each calendar year. Attendance is limited to SSIG members and invited guests approved by the SSIG officers. Written notice of these meetings will be given to the membership at least 30 days prior to each meeting. A quorum shall consist of fifteen (15) members, including at least two officers. No SSIG meeting shall be scheduled so as to conflict with APTA Combined Sections Meeting, or Annual Conference, or Student Conclave.

Section 2: Special Meetings
Special meetings may be called by the Board of Directors, hereinafter called the Board, or any ten (10) members, provided that thirty (30) days written notice is given to all members. Attendance is limited to SSIG members and invited guests approved by the SSIG officers. A quorum shall consist of fifteen (15) members, including at least two officers.

ARTICLE VI. BOARD OF DIRECTORS/EXECUTIVE COMMITTEE/OFFICERS

Section 1: Composition
A. The Board shall consist of all elected officers of SSIG and two (2) representatives from each physical therapy or physical therapy assistant program in Georgia. The Board shall annually elect from the SSIG membership a President, Vice President, Secretary, and Treasurer who shall serve as the SSIG officers for the ensuing year.
B. The executive committee shall consist of all officers of the SSIG.

Section 2: Qualifications
Only such members of SSIG who have consented to serve, shall be eligible for election to office if they have been a SSIG member in good standing for at least three months immediately preceding the election for office.

Section 3: Officers
A. President - The President shall be responsible for preparing agendas for and presiding at all SSIG and Board meetings; shall report biannually to the SSIG membership; and report to the Chapter in accordance with the policies and bylaws of the Chapter. B. Vice President - The Vice President shall assume the duties of the President at the request of the President or in the absence or incapacitation of the President; and oversee SSIG committees as a voting committee member. C. Secretary - The Secretary shall conduct the election of SSIG officers; be responsible for keeping the minutes of all SSIG and Board meetings; notify SSIG members of the date, time, and place of SSIG meetings; maintain the SSIG’s archives and correspondence; and make SSIG’s minutes and Bylaws available to the membership. D. Treasurer - The Treasurer shall prepare an annual budget based on available funds; approve all expenditures of SSIG funds; and make a written report to the SSIG membership at the biannual
SSIG meetings and to the Board upon request.

Section 4: Terms and Vacancies

A. The term of office for officers and representatives from each Georgia physical therapy and physical therapy assistant program shall be one year. An officer may be re-elected for one successive term to the same office. Representatives may be re-elected for two successive terms.

B. Officers shall assume office at the close of the membership meeting at which they were elected.

C. 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 Board appointment for the unexpired portion of the term. 3. Vacancies of a school representative position shall be filled by the respective school.

Section 5: Duties of the Board

The Board shall, in addition to the duties otherwise imposed by these Bylaws and SSIG policies:

A. Attend scheduled and special meetings of the Board. B. Carry out the mandates and policies of the SSIG as determined by the membership. C. Direct all business and financial affairs for and on behalf of the SSIG. D. Foster the growth and development of the SSIG. E. Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Objectives. F. Create and appoint task forces or committees needed to carry out the functions of the SSIG. G. Review and revise SSIG policies as needed. H. The officers, as the Executive Committee, may act on behalf of the Board between Board meetings.

Section 6: Conduct of Business

A. The Board shall hold at least two regularly scheduled meetings during each calendar year concurrent with SSIG membership meetings. B. A quorum shall consist of six (6) members. C. The President may call a special meeting of the Board and shall call a special meeting on the written request of two Board members representing different schools. D. A minimum of thirty (30) days written notice shall be given prior to each meeting. E. When a decision is needed between meetings of the Board, voting may be conducted by mail, fax, or conference call.

ARTICLE VII. ELECTIONS

Officers of the SSIG shall be elected by a plurality vote of the two school representatives from each program. Officers shall be elected annually at the Spring meeting and results shall be disseminated to the membership within thirty (30) days.

ARTICLE VIII. FINANCE

Section 1: Fiscal Year

The fiscal year of the SSIG shall be the same as that of the Chapter.

Section 2: 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 Board. The Board shall not commit the SSIG to any financial obligation in excess of its current fiscal resources.
Section 3: Dues

There shall be no SSIG dues.

ARTICLE IX. DISSOLUTION

A. The SSIG may be dissolved upon: 1. a recommendation to dissolve supported by no less than three-fourths of the members of the Board and adopted by two-thirds of the SSIG’s members; or 2. majority vote of the Chapter Board of Directors should the SSIG fail to meet the obligations identified by the Chapter.

B. Should the SSIG be dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the SSIG shall, after payment of its bona fide debts, be conveyed to the component

ARTICLE X. PARLIAMENTARY AUTHORITY

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

ARTICLE XI. AMENDMENTS

These Bylaws may be amended by an affirmative vote of two-thirds of the members present and voting at any meeting of the SSIG, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments has been mailed to the SSIG members. If the intent of an amendment is editorial or to bring the SSIG’s Bylaws into agreement with those of the Chapter, the amendment shall be made as required by the Secretary and approved by the SSIG Board of Directors. The Secretary shall notify the SSIG’s membership of such amendment.

ARTICLE XII. HIGHER AUTHORITY

In addition to these Bylaws, the SSIG is governed by the Association and Chapter Bylaws, Standing Rules, and Policies. Adopted: January 1992 Amended: January 2000
Sample Bylaws 2.

SSIG BYLAWS

ARTICLE I. NAME
The name of this organization is the Student Special Interest Group (SSIG) of the Minnesota Chapter of the American Physical Therapy Association, hereafter referred to as the SSIG & MNAPTA.

ARTICLE II. PURPOSE
The purpose of the SSIG shall be to provide a means by which student members meet and confer and promote the interests of the SSIG.

ARTICLE III. OBJECTIVES
The objectives of the SSIG shall be to:
A. Increase active participation and promote leadership of students within APTA and MNAPTA.
B. Foster communication between physical therapy and physical therapist assistant educational programs.
C. Exchange information, identify and respond to issues concerning physical therapy and physical therapist assistant students.
D. Assist the MNAPTA and the APTA in furthering the profession of physical therapy in Minnesota.

ARTICLE IV. MEMBERSHIP
Section 1: Classes and Qualifications of Members
Membership shall be limited to physical therapy and physical therapist assistant student members of the MNAPTA.

Section 2: Rights and Privileges of Members
The rights and privileges of the SSIG’s members shall be identical to those established by the MN APTA Bylaws.

Section 3: Application for and Admission to Membership
All physical therapy and physical therapist assistant student members of the MNAPTA are eligible to be members of the SSIG.

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 MNAPTA.

Section 5: Disciplinary Action
Change in membership eligibility following disciplinary action will be subject to MNAPTA Bylaws.

ARTICLE V MEETINGS
Section 1: Biannual Fall/Spring Meeting
The SSIG shall hold a biannual meeting of the membership for the conduction of business with attendance limited to SSIG members and invited quests approved by the SSIG officers, provided at least thirty (30) days notice is given to all members. A quorum shall consist of at least five percent of the members, eligible to vote, including three officers.

Section 2: Special Meetings
The Executive Board or any ten (10) members may call special meetings provided that thirty (30) days notice is given to all members. Attendance is limited to SSIG members and invited guests approved by I4SSIG officers. A quorum shall consist of at least five percent of the members, eligible to vote, including three officers.

ARTICLE VI. Executive Board
Section 1: Composition
The Executive Board shall be the Chairperson, Vice Chairperson, Secretary/Public Relations, Treasurer and Special Events Coordinator.
Section 2: Qualifications
Only members of the SSIG can serve, and they are eligible to serve if they have:
A. Been SSIG members in good standing immediately preceding their election or appointment.
B. Consented to serve.

Section 3: Officers
Chairperson
The Chairperson shall be responsible for preparing agendas for all SSIG meetings. The Chairperson shall preside at all SSIG and Executive Board meetings. The Chairperson shall report annually to the SSIG membership, at Executive Board meetings and is responsible for the SSIG’s reports to the MNPTA Board of Directors.

Vice-Chairperson
The Vice-Chairperson shall assume the duties of the Chairperson at the request of the Chairperson or in the absence of the Chairperson. In event that the Secretary runs for office during his/her term, the Vice-Chairperson will assume responsibility for the ballot.

Secretary/Public Relations
The Secretary/Public Relations shall oversee the election process unless he or she is on the ballot and shall be responsible for keeping the minutes of all SSIG and Executive Board meetings. The Secretary/PR shall notify SSIG members of the date, time, and place of SSIG meetings. The Secretary/PR shall be responsible for maintaining the SSIG’s archives and correspondence and making SSIG minutes and bylaws available to the membership.

Treasurer
The Treasurer shall be responsible for accounting for the SSIG funds and preparing a financial report for the membership at the fall meeting.

Special Events Coordinator
The Special Events Coordinator shall oversee programming of meetings and activities/events.

Section 4: Terms and Vacancies
A. The Chairperson, Vice Chairperson, Secretary/PR, Treasurer and Special Events Coordinator shall assume office at the close of the Spring MNAPTA SSIG Business Meeting.
B. The term of office of each officer shall be one year.
C. No officer shall serve more than two complete consecutive terms in the same office.
D. In the event that a position of the Executive Board becomes vacant, the vacancy shall be filled in the manner prescribed by the Executive Board.

Section 5: Duties
The Executive Board in addition to the duties otherwise imposed by these Bylaws and the SSIG policies:
A. Carry out the mandates and policies of the SSIG as determined by the membership.
B. Direct all business and financial affairs on behalf of the SSIG.
C. Be responsible for creation, appointment, purposes, and activities of such appointed groups as it deems necessary.
D. Approve the program, time and place of the meetings of the SSIG.
E. Provide for the development and maintenance of the Executive Board’s governance manual.
F. Review and revise SSIG policies for consistency of intent and language with such new polices as may be adopted.

Section 6: Meetings
A. The SSIG Executive Board shall meet no less than twice a year.
B. A quorum shall consist of three out of five of the officers.
C. A special meeting of the Executive Board may be called by the Chairperson or on the written request of two officers.
D. Written notice of all special meetings of the Executive Board members shall be mailed to all Executive officers no later than ten (10) days before the date fixed for the meeting.
E. When a decision is needed between meetings of the Executive Board, voting may be conducted by mail, fax or conference call.

ARTICLE VII. ELECTIONS
Officers shall be elected by a majority vote. A vote will be taken after removing the nominee receiving the lowest number then continue in this manner until a majority is attained. The Chairperson, Vice Chairperson, Secretary/PR, Treasurer and Special Events Coordinator shall be elected annually.
Elections will be held during the Spring MNAPTA SSIG Business Meeting. The results shall be disseminated to the membership.

**ARTICLE VIII.**
**FINANCE Section 1:**
**Fiscal Year** The fiscal year of the SSIG shall be the same as that of the MNAPTA.

**Section 2: 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 SSIG’s Executive Board. The Executive Board shall not commit the SSIG to any financial obligation in excess of its current fiscal resources.

**Section 3: Dues**
There shall not be SSIG dues.

**ARTICLE IX DISSOLUTION**
The SSIG may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the SSIG’s executive Board and adopted by two-thirds of Board and 10% of the SSIG’s members.

**ARTICLE IX PARLIAMENTARY AUTHORITY AMENDMENTS**
The rules contained in the current edition of the Robert’s Rules of Order, Newly Revised govern the SSIG in all cases to which they are applicable and in which they are not inconsistent with these bylaws, and any special rules or order adopted by the SSIG.

**ARTICLE XI. ASSOCIATION HIGHER AUTHORITY**
In addition to these bylaws, the SSIG is governed by the MNAPTA Bylaws and standing rule and by APTA’s policies and bylaws.

**ARTICLE XII. AMENDMENTS**
These bylaws may be amended by two-thirds of those present and voting at any meeting of the SSIG, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments have been mailed to the SSIG Executive Board.
If the intent of an amendment is editorial or to bring the SSIG bylaws into agreement with those of the MNAPTA, the amendment shall be made as required by the Secretary/PR and approved by the SSIG Executive Board. The Secretary/PR shall notify the members of such amendment.

2/29/00
Sample Bylaws 3.

**SSIG BYLAWS**

Illinois Student Special Interest Group hereinafter referred to as the SSIG, shall be a special interest group of the Illinois Physical Therapy Association of the American Physical Therapy Association hereinafter referred to as the Chapter and the Association, respectively.

**ARTICLE II PURPOSE**
The purpose of the SSIG shall be to provide a means by which physical therapist student and physical therapist assistant student members having a common interest, may meet, confer, and promote the interest of its membership category in the Chapter and the Association.

**ARTICLE III FUNCTION**
The functions of the SSIG shall be to:
A. Provide for the exchange of information between SSIG members concerning issues confronting the profession of physical therapy;
B. Identify and respond to areas of concern related to SSIG members;
C. Promote the role of physical therapist and physical therapist assistant students;
D. Promote membership in and understanding of the Association, Chapter, APTA Student Assembly (SA) and SSIG among students enrolled in Physical Therapist and Physical Therapist Assistant programs within the Illinois.
E. Represent the interests of SSIG members before the official decision-making bodies of the Chapter, Association and other components;
F. Assist the Chapter and the Association in furthering the profession of Physical Therapy in the state of Illinois;
G. Support the provisions of Association and Chapter bylaws, policies and other enactments; and
H. Serve as a communication portal for students with other students and members of the Chapter, the Association and the SA.

**ARTICLE IV MEMBERSHIP**
- **Section 1 Class and Qualifications of Members**
Membership shall be limited to physical therapist student and physical therapist assistant student members in good standing of the Chapter and Association.
- **Section 2 Rights and Privileges of Members**
The rights and privileges of the SSIG’s members shall be identical to those established by the Chapter Bylaws.
- **Section 3 Admissions to Membership**
All student members of the Chapter shall be members of the SSIG.
- **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 Association and the Chapter.
- **Section 5 Disciplinary Actions**
Any member of the SSIG who is suspended by the Association and Chapter shall have his or her membership privileges suspended in the SSIG. Any member of the SSIG who is expelled from membership in the Association or Chapter shall be expelled from SSIG membership.
ARTICLE V OBLIGATIONS AND TRUSTEESHIP

- Section 1 Obligations
The Student Special Interest Group is required to:
A. Provide annually and upon request a report on their activities and financial status to the Chapter Board of Directors.
B. Hold at least one membership meeting annually.
C. Conduct its affairs in accordance with its bylaws and the bylaws of the Chapter.
D. Maintain complete and accurate financial records. The IPTA Finance Committee will audit financial records annually.
E. Further the object and functions of the Chapter as set forth in its Bylaws.

- Section 2 Trusteeship
The Chapter Board of Directors may, at its discretions, conduct the affairs and assume custody of the records, funds, and management of the SSIG if it fails to comply with its obligations. Such action shall be subject to ratification by the Chapter’s Representative Assembly at its next meeting.

ARTICLE VI MEETINGS

- Section 1 Regular Meetings
The SSIG shall hold no less than one meeting per year for the purpose of conducting business and facilitating student involvement and promoting the SSIG. Attendance is limited to Chapter members and invited guests approved by SSIG officers. Notice of these meetings will be given to the SSIG membership at least 2 weeks prior to each meeting. A quorum shall consist of ten (10) members, including at least two officers.

- Section 2 Special Meetings
Special Meetings may be called by the Executive Board or any ten (10) members. Attendance is limited to Chapter members and invited guests approved by SSIG officers. Notice of these meetings will be given to the SSIG membership at least 2 weeks prior to each meeting. A quorum shall consist of ten (10) members, including at least two officers.

ARTICLE VII EXECUTIVE BOARD

- Section 1 Composition
The Executive Board of the SSIG shall be the President, Vice President, Secretary, Treasurer, and Special Events Coordinator.

- Section 2 Qualifications
For the offices of President, Vice President, Secretary, Treasurer, and Special Events Coordinator: Only such members of the SSIG who have consented to serve, shall be eligible for election to office if they have been a Chapter member in good standing for at least three months immediately preceding taking office.

- Section 3 Officers
A. President – The President shall be responsible for preparing agendas for all SSIG and Executive Board meetings, preside at the meetings of the SSIG and the Executive Board, and shall prepare the annual report and any other reports as requested by the Chapter. The President shall serve as the designated spokesperson of the SSIG. The President will represent the SSIG at the Chapter’s Assembly of Representatives.
B. Vice President – The Vice President shall assume the duties of the President at the request of the President or in the absence or incapacitation of the President, and oversee SSIG committees as well as assists the President in the conduct of the SSIG activities and assignments. The Vice President shall also be responsible for compliance of bylaws and reporting by law changes to the BOD. The Vice President will represent the SSIG at the Chapter’s Assembly of Representatives.

C. Secretary – The Secretary shall coordinate the development of a slate of qualified candidates for election as SSIG officers; be responsible for keeping the minutes of all SSIG and Executive Board meetings; submitting all meeting minutes to the Chapter office; notify SSIG members of the date, time, and place of SSIG meetings, maintain the SSIG’s archives and correspondence. The Secretary will represent the SSIG at the Chapter’s Assembly of Representatives.

D. Treasurer – The Treasurer shall prepare an annual budget based on available funds, and make a written report to the SSIG membership at the SSIG meetings and to the Board and Chapter upon request. The Treasurer will represent the SSIG at the Chapter’s Assembly of Representatives.

E. Special Events Coordinator --- The Special Events Coordinator shall oversee programming of meetings and activities/events. The Special Events Coordinator will represent the SSIG at the Chapter’s Assembly of Representatives.

Section 4 Terms and Vacancies

A. For the positions of President, Vice President, Secretary, Treasurer, and Special Events Coordinator:

1. The term of office for each officer shall be one year.
2. The President, Vice President, Secretary, Treasurer, and Special Events Coordinator shall assume office on January 1 following their election
3. No officer shall serve more than two complete consecutive terms in the same office.
4. In the event that a position of the Executive Board becomes vacant, the vacancy shall be filled by SSIG Board appointment for the unexpired portion of the term. Section 5 Duties of the Executive Board

The Executive Board shall, in addition to the duties otherwise imposed by these Bylaws and SSIG policies:

A. Attend scheduled and special meetings of the SSIG Board.
B. Carry out the mandates and policies of the SSIG as determined by the membership.
C. Direct all business and financial affairs for and on behalf of the SSIG.
D. Foster the growth and development of the SSIG.
E. Direct and determine the priority of all activities and expenditures in fulfillment of the SSIG Purpose and Function.
F. Create and appoint task forces or committees needed to carry out the functions of the SSIG.
G. Review and revise SSIG policies and Bylaws as needed.

Section 6 Conduct of Business

A. The SSIG Executive Board shall meet no less than twice a year.
B. A special meeting of the Executive Board may be called by the President or on the written request of two officers.
C. Written notice of all special meetings of the Executive Board shall be provided no less than one week in advance.
D. When a decision is needed between meetings of the Executive Board, voting may be conducted by mail, fax, or conference call.
E. A quorum shall consist of at least three (3) officers.

ARTICLE VIII ELECTIONS
- Section 1 Nominations
A. The Executive Board shall present a slate of qualified candidates at the IPTA Student Conclave and or IPTA Fall Conference.
B. Nominations from the floor shall be accepted for qualified candidates.
- Section 2 Conduct of Election
Elections shall be coordinated by the Chapter and conducted concurrently and in the same manner with the annual District elections.
- Section 3 Voting
A. Election shall be by plurality vote.
B. In the event of a tie, election shall be determined by re-balloting considering only those candidates who have tied votes.
- Section 4 Results
A. Results of the elections shall be announced and posted upon completion of tallying votes.
B. Election results shall be disseminated within 30 days of the election via electronic or other communication means.

ARTICLE IX COMMITTEE AND TASK FORCE ROLES
A. The SSIG Executive Board may utilize the formation of student committees and task forces to enhance student involvement and facilitate the work of the SSIG.
B. The SSIG Executive Board reserves the right to appoint a physical therapist student or physical therapist assistant student to a Committee or Task Force Chair position.
C. The Committee Chair or Task Force Chair may select but are not required to select additional student members to assist in the work of the committee or task force.
D. Student Committee and Task Force members must be made up of student members in good standing.
E. Committee and Task Force length of appointment will be determined upon establishment of the Chair of the Committee or Task Force.
F. Failure to meet length of appointment deadlines established by the Executive Board will result in relinquished duties of the Committee or Task Force Chair to be turned over to a member of the Executive Board to lead and accomplish the duties set forth at the formation of the Committee or Task Force.

ARTICLE X FINANCE
- Section 1 Fiscal Year
The fiscal year of the SSIG shall be that of the Chapter.
- Section 2 Budget
An annual budget shall be developed by the SSIG Treasurer, approved by the Executive Board, and made available for the information of the membership.
- Section 3 Financial Management
The financial management of the SSIG shall be consistent with Chapter policy, and in accordance with procedures set forth by the Chapter Treasurer and Executive Director.

- Section 4 Limitations on Expenditures
No officer, employee, 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 SSIG Executive Board. The Executive Board shall not commit the SSIG to any financial obligation in excess of its current financial resources.

- Section 5 Financial Reports
The SSIG via the Treasurer shall submit financial statements and reports to the Chapter as directed by the Chapter.

ARTICLE XI DISSOLUTION
A. The SSIG can be dissolved by the same regulations stated in the Chapter Bylaws for dissolving Districts.
B. Should the SSIG be dissolved or its existence otherwise be terminated, all property and records of whatever nature in the possession of the SSIG shall, after payment of its bona fide debts, be conveyed to the Chapter.

ARTICLE XII PARLIAMENTARY AUTHORITY
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the SSIG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order adopted by the SSIG.

ARTICLE XIII AMENDMENTS
A. These bylaws may be amended in whole or part by a 2/3 vote of the members of the SSIG present and voting provided that at least 2 weeks prior to the meeting, a copy of the proposed amendments has been made available to student members via mail, email, or Chapter website. Amendments to the SSIG bylaws become effective upon approval in writing by the Chapter Board of Directors.
B. If the intent of an amendment is editorial or to bring the SSIG bylaws into agreement with the bylaws or policies of the Association or Chapter, the amendment shall be made by the SSIG as required by the Chapter and approved by the Chapter Board of Directors with notification to the SSIG Executive Board.

ARTICLE XIV CHAPTER AS HIGHER AUTHORITY
In addition to these Bylaws, the SSIG is governed by Chapter and Association Bylaws, standing rules, policies, and procedures. Illinois Student Special Interest Group Bylaws adopted on this 23rd day of September, 2011 by the participants in the 2011 Student Conclave SSIG business meeting.
Sample Agenda

Below is a sample agenda for a yearly meeting. Agenda’s help guide face to face meetings to make sure you are timely and efficient. Agenda’s also help you create minutes, or meeting summaries which in turn help you track progress.

| I. | Welcome Comments – Sandra Levi, IPTA President | 1:30-1:35 |
| II. | Introduction of SSIG Executive Board | 1:35-1:40 |
| III. | SSIG Exec Board Presentation | 1:40-2:00 |
| IV. | Official Annual Student SIG Meeting | |
| A. | Call to Order | |
| B. | Approval of Minutes from 9.23.11 | |
| C. | Approval of Agenda | |
| D. | New Business | 2:00-2:30 |
| i. | Student Membership Update | |
| ii. | Creation of “SSIG Executive Board Student Mentor” Position | |
| iii. | Creation of “Transition to New Professional Committee” | |
| iv. | Call for Nominations | |
| - President | | |
| - Vice President | | |
| - Secretary | | |
| - Treasurer | | |
| - Special Events Coordinator | | |
| E. | Adjournment | 2:30-3:00 |
| V. | Break in Exhibit Hall | |
| VI. | Special Guest Presentations | 3:00-3:30 |
| A. | Opportunities in the Military | |
| - LCDR Duneley Rochino, PT, DSc, OCS, FAAOMPT | 3:00-3:30 |
| B. | Home Health and Owning a Business | 3:30-4:00 |
| - Emy Trotter, PT | |
| C. | Residency Programs | 4:00-4:30 |
| - Catherine Kennedy, PT, PCS | |
| D. | Opportunities In Women’s Health | 4:30-5:00 |
| - Zenobia Tantra, DPT | |
| VII. | Social Hour, Meet and Greet, Poster Presentations, Town Hall Dinner Meeting and Keynote Presentations | 5:00-9:00 |
| VIII. | After Hours Fun | 9:00 |
Thank you!

We hope that you have found this manual helpful. As you create your SSIG, please refer back to the manual as needed. Utilize your resources through the SABoD, as well. The Student Special Interest Group Committee would love to help you out as well as all Board of Director members. Please contact Lisa McLaughlin at lisamclaughlin@apta.org with any questions or concerns. Good luck!