



# AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

## National Consortium of Clinical Educators Operational Procedures

### ARTICLE I: NAME

The National Consortium of Clinical Educators, hereinafter referred to as the NCCE, shall be a consortium of the American Council of Academic Physical Therapy, hereinafter referred to as ACAPT.

### ARTICLE II: PURPOSE and STRUCTURE

#### Section 1: Purpose

The purpose of the NCCE is to support the Mission of ACAPT to promote excellence in physical therapy education by:

- o Providing a mechanism for engaging academic and clinical educators, in representative numbers, to address matters related to integration of clinical education into academic physical therapy.
- o Strengthening partnerships among academic and clinical communities to implement strategies for achieving excellence in academic physical therapy.
- o Communicating with ACAPT about issues related to clinical education.
- o Promoting cooperative efforts among academic programs and the clinical practice communities that support clinical education.
- o Dissemination of information related to initiatives of ACAPT that impact physical therapy clinical education.

#### Section 2: Structure

The NCCE shall operate under these Rules of Order that shall be consistent with ACAPT and APTA Bylaws. Proposed revisions shall be submitted to ACAPT's Board of Directors for approval. While each consortium has an appointed ACAPT Board liaison to facilitate communication with the Board and ACAPT components, consortia do not hold voting privileges at ACAPT business meetings.

### ARTICLE III: MEMBERSHIP

**Section 1:** An "Institutional Pair" from each ACAPT member institution representing one academic partner and one clinical partner will make up the membership of the NCCE.

**Section 2:** The academic partner will be one representative from the ACAPT institution. The academic partner should be directly involved with the institution's clinical education program. The academic

38 institution representative is responsible for registering its Institutional Pair and for maintaining the  
39 currency of this information.

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41 **Section 3:** The clinical partner will be one representative from the ACAPT institution who serves as Site  
42 Coordinator of Clinical Education (SCCE), Clinical Instructor (CI), and/or Clinical Administrator/Manager  
43 (CAM). The clinical partner should be directly involved with the institution's clinical education program.

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45 **Section 4:** Both partners of the Institutional Pair will be members of the American Physical Therapy  
46 Association, hereinafter referred to as APTA.

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48 **Section 5:** NCCE Institutional Pair members are invited to attend NCCE meetings and vote on NCCE  
49 motions and in NCCE elections. Non-members are encouraged to attend NCCE business meetings and  
50 contribute to the conversation but are not permitted to vote.

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## 52 **Article IV: GOVERNANCE**

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### 54 **Section 1: Composition**

55 The NCCE Consortium members will elect the following officers who shall assume office at the ACAPT  
56 Annual Meeting of the Member Institutions in the year in which they are elected:

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A. Chair

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B. Vice-Chair

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C. Secretary

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D. Nominating Committee - three members Members of the nominating committee are not  
61 officers of the consortium.

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E. Directors at Large (DAL) – nine members; a minimum of four academic members and four  
63 clinical members; the ninth DAL will be either an academic or clinical member, depending upon  
64 the current make up of officers in a given year.

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### 66 **Section 2: Tenure and Vacancies**

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A. The Chair, Vice-Chair, Secretary, and DAL shall serve two-year terms or until their successors are  
68 elected.

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B. The Nominating Committee members shall serve a three-year term or until their successors are  
70 elected.

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C. Officers shall assume their positions at the end of the annual NCCE Business Meeting in the year  
72 in which they are elected.

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D. No person shall serve more than two complete consecutive terms as an officer in the NCCE.

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E. Vacancies: If a vacancy occurs, the remaining officers and ACAPT Board liaison shall appoint a  
75 person to serve the remainder of the term vacated. The appointed individual shall be eligible to  
76 be elected to two additional terms. In the event of a vacancy in the office of the Chair, the Vice-  
77 Chair shall succeed to the Chair for the unexpired portion of the term, and the office of Vice-  
78 Chair shall be declared vacant.

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F. Election of the Chair, one Nominating Committee member, two/three Academic DAL and  
80 two/three Clinical DAL (depending upon current officer make up) shall be held on odd  
81 numbered years.

82 G. Election of the Vice-Chair, Secretary, one Nominating Committee member, two/three Academic  
83 DAL and two/three Clinical DAL (depending upon current officer make up) shall be held on even  
84 numbered years.  
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86 **Section 3: Qualifications**

87 Only such members of NCCE, who have consented to serve, shall be eligible for election to office.  
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89 **Section 4: Duties**

90 The elected officers shall:

- 91 A. Carry out the mandates and policies of the NCCE and ACAPT. Between Annual Meetings, the  
92 officers may make and enforce such policy on behalf of the NCCE as is consistent with the  
93 mandates and policies determined by ACAPT.
- 94 B. Foster the growth and development of the NCCE.
- 95 C. Direct all business of the NCCE, including developing an annual budget for ACAPT Board of  
96 Directors approval.
- 97 D. Be responsible for creation, appointment, purposes and activities of committees, as it deems  
98 necessary.
- 99 E. Be responsible for the program, time, and place of the NCCE Annual Meeting.
- 100 F. Be responsible for development and maintenance of procedural documents related to these  
101 rules.  
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103 **Section 5: Failures to Serve**

104 Officers are expected to complete the responsibilities of the position that they have accepted. Failure of  
105 an officer to fulfill the duties and responsibilities outlined in these policies and procedures shall result in  
106 prompt corrective action by the ACAPT Board of Directors. Corrective action may be taken as directed in  
107 the policy regarding dereliction of duty for any appointed or elected position.  
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109 **Section 6: Orientation of a Successor**

110 Each outgoing officer or committee chair is responsible for providing a smooth transition by acquainting  
111 the newly elected officer or committee chair with ACAPT policies and procedures and standing Rules of  
112 Order.  
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114 **Section 7: Officer duties**

115 A. Chair – The Chair shall preside at all meetings of the NCCE and shall be an ex-officio member of all  
116 committees except the Nominating Committee. S/he shall be the designated liaison to the ACAPT Board  
117 of Directors unless otherwise determined by the NCCE officers; shall attend the ACAPT Annual Meeting;  
118 prepare and submit written reports of the activities of the NCCE to ACAPT; prepare and submit an  
119 annual written report of the activities of the NCCE to its members. The Chair will assure currency of  
120 essential information on the ACAPT NCCE Website.  
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122 B. Vice Chair – The Vice-Chair shall assume the duties of the Chair at the request of the Chair or in the  
123 absence or incapacitation of the Chair and oversee NCCE ad hoc committees as a voting committee  
124 member. The Vice-Chair shall serve as the Parliamentarian during the Annual and Special Meetings. The  
125 Vice-Chair shall represent the NCCE related to any program planning responsibilities for the APTA

126 Education Leadership Conference. The Vice-Chair prepares an annual budget and coordinates funding  
127 matters with the ACAPT Treasurer.

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129 C. Secretary – The Secretary shall be responsible for keeping the minutes of all NCCE and officer  
130 meetings; prepare and submit written reports of the activities of the NCCE to ACAPT Board of  
131 Directors; notify NCCE members of the date, time, and place of NCCE meetings; maintain the NCCE’s  
132 archives and correspondence; and make NCCE’s minutes and policy and procedures available to the  
133 membership through the Consortium’s page(s) on the ACAPT website. The Secretary, in collaboration  
134 with the Chair, shall, assure currency of essential information on the ACAPT NCCE Website.

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136 D. Academic Directors at Large (DAL) - The Academic DAL shall represent the academic partner members  
137 of ACAPT institutions. The Academic DAL shall serve as an officer of NCCE to provide for broad-based  
138 input into the decision-making process of the leadership team and assist with dissemination of  
139 information to the membership. They will serve as a regional liaison as assigned. They will perform such  
140 other duties as may be applicable to the office or as directed by the Board.

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142 E. Clinical Directors at Large (DAL)- The Clinical DAL shall represent the clinical partner members of  
143 ACAPT institutions. The Clinical DAL shall serve as an officer of NCCE and shall provide for broad-based  
144 input into the decision-making process of the leadership team and assist with dissemination of  
145 information to the membership. They will serve as a regional liaison as assigned. They will perform such  
146 other duties as may be applicable to the office or as directed by the Chair and Vice Chair of the  
147 Consortium.

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149 F. Nominating Committee: The Nominating Committee shall:

- 150 1. Consist of three members. The senior member of the committee shall serve as committee Chair  
151 for the last year of his/her term. Each member shall serve for three years. One new member  
152 shall be elected each year. The Nominating Committee Chair shall oversee the functions of the  
153 Nominating Committee.
- 154 2. Prepares a ballot for offices and coordinates the nomination process; all attempts will be made  
155 to include a minimum of two candidates per office, when possible.
- 156 3. Determines eligibility of prospective candidates.
- 157 4. Contacts prospective candidates to obtain Consent to Serve.
- 158 5. Requests a short biography from each candidate to be sent with Consent to Serve form.
- 159 6. Prepare a slate of one (1) or more names for each office to be filled. The slate (i.e. list of  
160 candidates) shall be published in communications to NCCE members and distributed to the  
161 membership at least 30 days prior to the election.
- 162 7. Conduction elections by electronic or mail ballot in conjunction with the Executive Office.
- 163 8. Notifies winners of election and welcomes them.
- 164 9. Notifies individuals not elected to serve and maintains a record of their consent to service for  
165 future considerations and needs that may support the work of the NCCE.

166 **Section 8: Executive Officers**

167 The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and one member of the  
168 Academic or Clinical DAL. The Academic or Clinical DAL will serve a one-year term.

- 169 The Executive Committee of the NCCE Officers shall:  
170 1. Carry out the mandates of the NCCE between meetings of the Board in situations where the  
171 need for expediency exists which cannot wait for a full meeting of the Board, or if the Board  
172 directs the Executive Committee to take action on behalf of the Board.  
173 2. Act for the Board and make decisions and approve motions which require action before the next  
174 Board meeting; have been specifically delegated by the Board to the Executive Committee; and  
175 affect the budget and require immediate action;  
176 3. Act for the Board in the administration of established policies and programs, and to the Board  
177 with respect to matters of policy and operation;  
178 4. Review NCCE activities and recommend priorities to the Board and NCCE.  
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## 180 **Article V: MEETINGS**

### 181 **Section 1: Annual Meeting**

- 183 A. Consortium meetings may be held at any time during the calendar year with quorum requirements  
184 and submission of meeting minutes in accordance with NCCE policies and procedures.  
185 B. An Annual Meeting of the NCCE members shall be held for the purpose of conducting NCCE's  
186 business and other activities in accordance with the purposes of the NCCE.  
187 C. The Annual Meeting of the NCCE shall be held in conjunction with the ACAPT Annual Meeting on a  
188 day(s) in the fall determined by the ACAPT Board of Directors or on such other day(s) as the ACAPT  
189 Board of Directors may determine.  
190 D. All meeting minutes shall be submitted to all members of the NCCE as well as the ACAPT Board of  
191 Directors and posted to the ACAPT website within 45 days of the date of the meeting.  
192 E. Communications with NCCE members shall be provided through the NCCE pages on the ACAPT  
193 website and/or via email from the NCCE or ACAPT mail accounts.  
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### 195 **Section 2: Special Meeting(s)**

196 The officers may call a Special Meeting of the NCCE membership, and the officers shall call a Special  
197 Meeting upon receipt of written petitions from members, representing at least fifty percent of the  
198 Institutional Pairs.  
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### 200 **Section 3: Quorum**

201 A quorum shall consist of representation of fifty percent of the total number of Institutional Pairs.  
202 Representation shall be considered at least one representative from the Institutional Pair (academic or  
203 clinical partner).  
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### 205 **Section 4: Committees**

206 NCCE committees, standing or special, may be appointed by the Chair, with the approval of officers, as  
207 deemed necessary to carry on the work of the NCCE.  
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### 209 **Section 5: Conduct of Business**

- 210 A. The NCCE officers shall convene in person or by conference call not less than twice a year. A  
211 majority of the elected officers shall constitute a quorum of the officers. The Chair may call a Special  
212 Meeting of the officers upon written request of a majority of the members of the elected officers.

- 213 B. The Executive Committee shall meet not less than twice a year and shall exercise the power of the  
214 Board of Directors between its meetings. Fifty percent of the Executive Committee members shall  
215 constitute a quorum.
- 216 C. Meetings of the officers shall be conducted in an orderly and respectful manner. If necessary,  
217 Robert’s Rules of Order may be referenced for procedure and voting. In addition, Regular and  
218 Special Meetings of the Consortium may be held by electronic means (such as e-mail or other  
219 Internet communication systems, telephone conferences, video conferences, facsimile, etc.).
- 220 D. The affirmative vote of a majority of the quorum of officers shall be the minimum vote requirement  
221 for the adoption of any motion. A majority of the votes cast shall be necessary for the adoption of  
222 motions.

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## 224 **Article VI: ELECTIONS AND VOTING**

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### 226 **Section 1: Elections**

227 The Institutional Pairs shall elect the officers. Elections shall be conducted in a manner identified by the  
228 ACAPT Board of Directors. Elections shall be conducted each year at the same time as the elections for  
229 the ACAPT Board of Directors in advance of the Annual Meeting, during such time as the ACAPT Board of  
230 Directors may provide.

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### 232 **Section 2: Voting**

233 Each ACAPT Institutional Pair will have one vote.

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## 235 **Article VII: FINANCE**

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### 237 **Section 1: Limitations on Expenditures**

238 No officer or committee shall expend any money not provided in the budget as adopted, or spend any  
239 money in excess of the budget allotment, except by order of the ACAPT Board of Directors.

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### 241 **Section 2: Dues**

242 There are no dues for NCCE Consortium members.

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### 244 **Section 3: Budget**

245 The NCCE shall submit a budget each year upon request by the ACAPT Treasurer. The budget year is  
246 January through December. The procedures for developing and submitting a budget are:

- 247 a. The Consortium’s budget will include a rationale for requested funds that support the work  
248 of the NCCE and within ACAPT’s strategic plan. The ACAPT Board of Directors shall have the  
249 right to edit the budget requested or to request revisions.
- 250 b. The ACAPT Board of Directors shall approve a final ACAPT budget, which includes financial  
251 support for the NCCE.
- 252 c. The NCCE shall have the right to request additional funds to support new projects or  
253 initiatives at any time. The NCCE should consult with their ACAPT Board liaison and/or  
254 ACAPT Executive Director prior to such submissions for appropriate procedures.
- 255 d. The consortium Vice-Chair must submit an itemized report on all expenditures in a given  
256 budget year upon request of the ACAPT Treasurer.

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**ARTICLE VIII: DISSOLUTION OF THE CONSORTIUM**

Pursuant to ACAPT Bylaws, a petition to the ACAPT Board of Directors, signed by at least three-quarters of the NCCE membership shall be prepared and herewith submitted. The Consortium may be dissolved in accordance with § 13.1-902 of the Virginia Nonstock Corporation Act.

**Article IX: HIGHER AUTHORITY and REVISIONS TO THE RULES**

In addition to these policies, the NCCE is governed by ACAPTs bylaws and Standing Rules, which in turn are governed by the Association bylaws and Standing Rules and by the Associations House of Delegates and Board of Directors Policies.

These Consortium Operational Procedures may be amended by the ACAPT Board of Directors.