



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 therapist education by:

- o Equitably engaging both academic and clinical educators,
- o Strengthening partnerships among academic and clinical education stakeholders,
- o Enhancing networks among academic and clinical communities,
- o Being the principal advisory voice to ACAPT for physical therapist clinical education,
- o Leading, coordinating, and overseeing various initiatives and projects related to the ACAPT strategic plan in the area of physical therapist clinical education
- o Promoting collaboration of clinical education stakeholders,
- o Disseminating information related to initiatives of ACAPT impacting physical therapist clinical education.
- o Supporting the development and sharing of resources impacting physical therapist clinical education,
- o Advancing clinical education research,
- o Influencing the development of academic and clinical education leaders,
- o Encouraging innovation to transform physical therapist clinical education.

Section 2: Structure

The NCCE shall operate under these Rules of Order that shall be consistent with ACAPT Bylaws. Revisions approved by the NCCE Board will be submitted to ACAPT's Board of Directors. 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

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

40 **Section 2:** The academic partner will be one representative from the ACAPT institution. The academic
41 partner should be directly involved with the institution's clinical education program. The academic
42 institution representative is responsible for registering its Institutional Pair and for maintaining the
43 currency of this information.
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45 **Section 3:** The clinical partner will be one representative from the ACAPT institution who serves as Site
46 Coordinator of Clinical Education (SCCE), Clinical Instructor (CI), and/or Clinical Administrator/Manager
47 (CAM). The clinical partner should be directly involved with the institution's clinical education program.
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49 **Section 4:** Both partners of the Institutional Pair will be members of the American Physical Therapy
50 Association, hereinafter referred to as APTA.
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52 **Section 5:** NCCE Institutional Pair members are invited to attend NCCE meetings. The institutional pair
53 holds voting privileges and the pair is able to cast a single vote in NCCE elections, during NCCE business
54 meetings, and at times outside of this routine business. Individuals, other than the NCCE Institutional
55 Pair, are encouraged to attend NCCE business meetings, contribute to the conversation, and provide
56 feedback but do not hold voting privileges.
57

58 **Article IV: GOVERNANCE**

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60 **Section 1: Composition**

61 The NCCE is governed by individuals elected by the NCCE membership to the following positions:

- 62 A. Chair
- 63 B. Vice-Chair
- 64 C. Secretary
- 65 D. Nominating Committee - three members
- 66 E. Directors at Large (DAL) – nine members; a minimum of four academic members and four
67 clinical members; the ninth DAL will be either an academic or clinical member, depending upon
68 the current make up of officers in a given year.

69 The members of the NCCE Board include the Chair, Vice-Chair, Secretary, Chair of the Nominating
70 Committee, and DALs.
71
72

73 **Section 2: Tenure and Vacancies**

- 74 A. The Chair, Vice-Chair, Secretary, and DAL shall serve three-year terms or until their successors
75 are elected.
- 76 B. The Nominating Committee members shall serve a three-year term or until their successors are
77 elected.
- 78 C. Officers shall assume their positions at the end of the annual NCCE Business Meeting in the year
79 in which they are elected.
- 80 D. No person shall serve more than two complete consecutive terms as an officer in the NCCE.

- 81 E. Vacancies: If a vacancy occurs, the remaining officers and ACAPT Board liaison shall appoint a
82 person to serve the remainder of the term vacated. The appointed individual shall be eligible to
83 be elected to two additional terms in compliance with Section 2:D. In the event of a vacancy in
84 the office of the Chair, the Vice-Chair shall succeed to the Chair for the unexpired portion of the
85 term, and the office of Vice-Chair shall be declared vacant.
- 86 F. Election of Chair, Vice-Chair, Secretary, and one nominating committee member shall be held in
87 consecutive years consistent with a three-year term length.
- 88 G. Election of three Academic or Clinical DAL will be held annually. The nominating committee
89 chair will consult with the executive board when creating the ballot slate to determine the
90 needs of the current office makeup.

91

92 **Section 3: Qualifications**

93 Only such members of NCCE, who have consented to serve, shall be eligible for election to office and
94 must be a member of the NCCE at time of installation. Officers who are eligible to run for another term
95 must remain a member of the NCCE to do so. Officers who are not eligible for subsequent term, or
96 choose not to run for another term, must remain their institution's NCCE member until the election
97 cycle of their outgoing term or are no longer eligible to complete the term of office.

98

99 **Section 4: Duties**

100 The elected officers shall:

- 101 A. Carry out the mandates and policies of the NCCE and ACAPT. Between Annual Meetings, the
102 officers may make and enforce such policy on behalf of the NCCE as is consistent with the
103 mandates and policies determined by ACAPT.
- 104 B. Foster the growth and development of the NCCE.
- 105 C. Direct all business of the NCCE, including developing an annual budget for ACAPT Board of
106 Directors approval.
- 107 D. Be responsible for creation, appointment, purposes and activities of committees, as it deems
108 necessary.
- 109 E. Be responsible for the program, time, and place of the NCCE Annual Meeting.
- 110 F. Be responsible for development and maintenance of procedural documents related to these
111 rules.

112

113 **Section 5: Failures to Serve**

114 Officers are expected to complete the responsibilities of the position that they have accepted. Failure of
115 an officer to fulfill the duties and responsibilities outlined in these policies and procedures shall result in
116 prompt corrective action by the ACAPT Board of Directors. Corrective action may be taken as directed in
117 the policy regarding dereliction of duty for any appointed or elected position.

118

119 **Section 6: Orientation of a Successor**

120 Each outgoing officer or committee chair is responsible for providing a smooth transition by acquainting
121 the newly elected officer or nominating committee chair with ACAPT policies and procedures and
122 ACAPT's standing Rules of Order. Outgoing officers and the nominating committee chair are responsible
123 for orienting the incoming member to the role and providing appropriate orientation materials.

124

125 **Section 7: Officer duties**

126 A. Chair – The Chair shall preside at all meetings of the NCCE and shall be an ex-officio member of all
127 committees except the Nominating Committee. The Chair shall be the designated liaison to the ACAPT
128 Board of Directors unless otherwise determined by the NCCE officers; shall attend ACAPT meetings;
129 prepare and submit written reports of the activities of the NCCE to ACAPT; represent the NCCE at
130 Education Leadership Partnership meetings as an invited guest; and provide annual update on NCCE
131 activities to membership. The Chair, or designee, will assure currency of essential information on the
132 ACAPT NCCE Website. The Chair ensures that the NCCE functions in a coordinated and collaborative
133 manner with other professional organizations involved with physical therapy education.

134
135 B. Vice Chair – The Vice-Chair shall assume the duties of the Chair at the request of the Chair or in the
136 absence or incapacitation of the Chair and oversee NCCE ad hoc committees as a voting committee
137 member. The Vice-Chair shall serve as the Parliamentarian during the Annual and Special Meetings. The
138 Vice-Chair shall represent the NCCE related to any program planning responsibilities for the APTA
139 conferences (e.g. Combined Sections Meeting) and ACAPT events, such as the Educational Leadership
140 Conference (jointly hosted with the Academy of Education), and other learning opportunities. The Vice-
141 Chair prepares an annual budget and coordinates funding matters with the ACAPT Executive Director.

142
143 C. Secretary – The Secretary is the communication conduit. The Secretary serves as the Chair of the
144 Public Relations (PR) committee and is responsible for maintaining and updating institutional pair
145 membership information on an as-needed basis (annually at minimum). The Secretary shall be
146 responsible for: keeping the minutes of all NCCE meetings (e.g. business meetings, monthly board
147 meetings, monthly executive committee meetings) and the PR committee meetings; notifying NCCE
148 members of the date, time, and place of NCCE meetings; maintaining the NCCE’s archives and
149 correspondence; and making NCCE’s minutes and policy and procedures available to the membership
150 through the Consortium’s page(s) on the ACAPT website. The Secretary, in collaboration with the
151 Chair, shall, assure currency of essential information on the ACAPT NCCE Website. The Secretary shall
152 also ensure all meeting minutes and archival documents are transferred to ACAPT in a timely manner.

153
154 D. Academic Directors at Large (DAL) - The Academic DAL shall represent the academic partner members
155 of ACAPT institutions. The Academic DAL shall serve as an officer of NCCE to provide for broad-based
156 input into the decision-making process of the leadership team and assist with dissemination of
157 information to the membership. They will serve as a regional liaison as assigned and one academic DAL
158 will serve on the PR committee. They will communicate with regional clinical education stakeholders,
159 including but not limited to regional membership and consortia. They will perform such other duties as
160 may be applicable to the office or as directed by the Board (e.g. liaison to NCCE Task Forces, ad hoc
161 committees, workgroups) and participate in ACAPT-directed initiatives as needed.

162
163 E. Clinical Directors at Large (DAL)- The Clinical DAL shall represent the clinical partner members of
164 ACAPT institutions. The Clinical DAL shall serve as an officer of NCCE and shall provide for broad-based
165 input into the decision-making process of the leadership team and assist with dissemination of
166 information to the membership. They will serve as a regional liaison as assigned and one clinical DAL will
167 serve on the PR committee. They will communicate with regional clinical education stakeholders,
168 including but not limited to regional membership and consortia. They will perform such other duties as

169 may be applicable to the office or as directed by the Board (e.g. liaison to NCCE Task Forces, ad hoc
170 committees, workgroups) and participate in ACAPT-directed initiatives as needed.

171

172 F. Nominating Committee: The Nominating Committee shall:

173 1. Consist of three members. Each member shall serve for three years. One new member shall be
174 elected each year.

175 a. The senior member of the committee shall serve as the Nominating Committee Chair for
176 the last year of their term and serves as a member of the NCCE Board and PR
177 Committee. The Nominating Committee Chair shall attend the monthly NCCE Board
178 meetings.

179 b. The Nominating Committee Chair shall oversee the functions of the Nominating
180 Committee and is responsible for orienting the new incoming committee Chair and
181 committee member for smooth transition.

182 2. Prepare a ballot for offices and coordinates the nomination process; all attempts will be made to
183 include a minimum of two candidates per office, when possible.

184 3. Determine eligibility of prospective candidates.

185 4. Contact prospective candidates to obtain Consent to Serve.

186 5. Request a short biography from each candidate to be sent with Consent to Serve form.

187 6. Prepare a slate of one (1) or more names for each office to be filled. The slate (i.e. list of
188 candidates) shall be submitted to ACAPT Executive Director and published in communications to
189 NCCE members and distributed to the membership at least 30 days prior to the election.

190 7. Maintain confidentiality of the slate until elections are open to the membership.

191 8. Tally votes from membership using ranked choice voting technique to determine election
192 winners.

193 9. Notify NCCE Executive Board of election results.

194 10. Notifies winners of election and welcomes them.

195 11. Notifies individuals not elected to serve and maintains a record of their consent to service for
196 future considerations and needs that may support the work of the NCCE.

197

198 **Section 8: Executive Officers**

199 The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and one member of the
200 Academic or Clinical DAL. The DAL representative will be nominated by the Chair, approved by the
201 board, and serve a one-year term on the Executive Committee

202 The Executive Committee of the NCCE Officers shall:

203 1. Meet as needed but at least quarterly.

204 2. Manage issues that require immediate action and cannot wait for a full Board meeting (e.g.
205 approve motions, finalize decisions, address budget).

206 3. Finalize work on behalf of, and as directed by, the full Board.

207 4. Review NCCE activities and recommend priorities to the Board and NCCE Membership.

208 5. Collaborate with other professional organizations involved in physical therapy education.

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210 **Article V: MEETINGS**

211

212 **Section 1: Annual Meeting**

- 213 A. Consortium meetings may be held at any time during the calendar year with quorum requirements
214 and submission of meeting minutes in accordance with NCCE policies and procedures.
- 215 B. An Annual Meeting of the NCCE members shall be held for the purpose of conducting NCCE's
216 business and other activities in accordance with the purposes of the NCCE.
- 217 C. The Annual Meeting of the NCCE shall be held in conjunction with the ACAPT Annual Meeting on a
218 day(s) in the fall determined by the ACAPT Board of Directors or on such other day(s) as the ACAPT
219 Board of Directors may determine.
- 220 D. All meeting minutes shall be submitted to all members of the NCCE as well as the ACAPT Board of
221 Directors and posted to the ACAPT website within 45 days of the date of the meeting.
- 222 E. Communications with NCCE members shall be provided through the NCCE pages on the ACAPT
223 website and/or via email from the NCCE or ACAPT mail accounts.

224
225 **Section 2: Special Meeting(s)**

226 The NCCE officers may call a Special Meeting of the NCCE membership, and the officers shall call a
227 Special Meeting upon receipt of written petitions from members, representing at least fifty percent of
228 the Institutional Pairs.

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230 **Section 3: Quorum**

231 A quorum shall consist of representation of fifty percent of the total number of Institutional Pairs.
232 Representation shall be considered at least one representative from the Institutional Pair (academic or
233 clinical partner).

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235 **Section 4: Committees**

236 NCCE committees, standing or special, may be appointed by the Chair, with the approval of officers, as
237 deemed necessary to carry on the work of the NCCE.

238
239 **Section 5: Conduct of Business**

- 240 A. The Executive Committee shall meet regularly and shall exercise the power of the Board between
241 its meetings.
- 242 B. The NCCE officers shall convene in person for extended Board meetings not less than twice per year;
243 in person attendance preferred for at least one. The NCCE officers shall also attend the monthly
244 Board meetings by conference call
- 245 1. Fifty percent of the elected officers shall constitute a quorum of the officers.
 - 246 2. The Chair may call a Special Meeting of the officers upon written request of a majority of the
247 members of the elected officers.
 - 248 3. Meetings of the officers shall be conducted in an orderly and respectful manner. If
249 necessary, Robert's Rules of Order may be referenced for procedure and voting.
 - 250 4. The affirmative vote of the quorum of officers requires a minimum of 51% for the adoption
251 of any motion.
- 252 C. NCCE membership meetings shall be conducted in an orderly and respectful manner.
- 253 1. If necessary, Robert's Rules of Order may be referenced for procedure and voting.
 - 254 2. Fifty percent of the NCCE membership shall constitute a quorum.

- 255 3. The affirmative vote of the quorum of membership requires a minimum of 51% for the
256 adoption of any motion.
257 D. In addition, Regular and Special Meetings of the Consortium may be held by electronic means (such
258 as e-mail or other Internet communication systems, telephone conferences, video conferences,
259 facsimile, etc.).

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261 **Article VI: ELECTIONS AND VOTING**

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263 **Section 1: Elections**

264 The Institutional Pairs shall submit their vote to elect the officers. Elections shall be conducted in a
265 manner identified by the ACAPT Board of Directors. Elections shall be conducted each year at the same
266 time as the elections for the ACAPT Board of Directors in advance of the Annual Meeting, during such
267 time as the ACAPT Board of Directors may provide.

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269 **Section 2: Voting**

270 Each ACAPT Institutional Pair will have one vote.

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272 **Article VII: FINANCE**

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274 **Section 1: Limitations on Expenditures**

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

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278 **Section 2: Dues**

279 There are no dues for NCCE Consortium members.

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281 **Section 3: Budget**

282 The NCCE shall submit a budget each year upon request by the ACAPT Executive Director. The budget
283 year is January through December. The procedures for developing and submitting a budget are:

- 284 a. The Consortium’s budget will include a rationale for requested funds that support the work
285 of the NCCE and within ACAPT’s strategic plan. The ACAPT Board of Directors shall have the
286 right to edit the budget requested or to request revisions.
287 b. The ACAPT Board of Directors shall approve a final ACAPT budget, which includes financial
288 support for the NCCE.
289 c. The NCCE shall have the right to request additional funds to support new projects or
290 initiatives at any time. The NCCE should consult with their ACAPT Board liaison and/or
291 ACAPT Executive Director prior to such submissions for appropriate procedures.
292 d. The consortium Vice-Chair must submit an itemized report on all expenditures in a given
293 budget year upon request of the ACAPT Executive Director.

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296 **ARTICLE VIII: DISSOLUTION OF THE CONSORTIUM**

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

301

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

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

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

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