

NORTHERN PLAINS CLINICAL EDUCATION CONSORTIUM BYLAWS

ARTICLE I – Name

The name of this organization is the Northern Plains Clinical Education Consortium, hereinafter known as the Consortium.

ARTICLE II – Object

Recognizing that education in physical therapy is a multifaceted process, which includes didactic and clinical competence in a variety of settings, the purpose of the Consortium is to create and sustain a community of clinical education stakeholders that develop, promote, and provide learning opportunities for clinical instructors (CI) and center coordinators (CCCE) of physical therapist and physical therapist assistant students in Minnesota, Nebraska, North Dakota, and South Dakota.

ARTICLE III – Functions

- A. To provide and coordinate clinical education continuing education for MN, NE, ND, and SD clinicians, clinical instructors and center coordinators.
- B. To promote and sustain growth and development of clinical instructors and clinical education programs.
- C. To provide a mechanism for communication for physical therapist programs, physical therapist assistant programs, clinicians, clinical instructors, and center coordinators involved in PT and PTA clinical education in MN, NE, ND, and SD.
- D. To work together to conduct and disseminate research pertinent to clinical education in physical therapy.
- E. To collaborate in providing solutions for common concerns in clinical education, such as a shortage of clinical instructors and the impact it has on education in physical therapy.
- F. To enhance the quality of clinical education for students in the PT and PTA professional education programs in MN, NE, ND, and SD.
- G. To identify, develop and disseminate resources for clinical educators working with PT or PTA students.

ARTICLE IV – Admission

All physical therapist and physical therapist assistant programs in the states of Minnesota, Nebraska, North Dakota, and South Dakota will have a clinical education representative (ACCE/DCE). If the ACCE/DCE role is shared in a PT or PTA program, each person sharing the role will be granted membership. Additional representation will require approval of the full membership. Clinician liaisons are encouraged for each state. New programs are eligible for admission after candidacy has been granted by the Commission on Accreditation in Physical Therapy Education (CAPTE).

ARTICLE V – Finance

The initial dues for membership shall be \$500.00 per program. Additional requests for funding will require a 100% approval of recognized members.

Expenditures exceeding \$100.00 will require a majority vote of the recognized members. The Consortium after initial dues shall be self-sustaining.

ARTICLE VI – Officers and Committees

Elected Officers of the Consortium shall be Chair, Vice-Chair, Secretary, and Treasurer. New officers will be considered every three years or as voted upon by the members.

The Consortium can elect a Chair and Vice Chair or may elect Co Chairs that would share the responsibilities of the position when approved by the Consortium. These responsibilities would include but are not limited to:

- schedule and facilitate virtual and in-person meetings
- create meeting agendas based on items of discussion posed by the Consortium members, APTA, clinician partners or other stakeholders
- serve as a liaison to NCCE (National Consortium of Clinical Education)
- maintain current roster of NPCEC members and orient new members
- develop and update a strategic plan based on the vision/mission and identified goals
- form ad-hoc work-groups for special projects as needed

The Vice-Chair is responsible for partnering with the Chair to accomplish the tasks described as Chair or Co-Chair responsibilities. The Vice Chair shall succeed the Chair after each three-year term or as elected by the members. The Treasurer will hold a 5 year term and can serve consecutive terms that are not limited if agreed upon by the Consortium. The Treasurer should be located in a community in which he/she has access to the Consortium's financial institution.

Treasurer duties include:

- directing the budget
- handle receipt and disbursement of funds
- maintain banking relationships
- ensure that sufficient funds are available to meet ongoing operational requirements
- analyze all financial records to audit past actions

The Secretary will hold a 3 year term with the position being eligible for re-appointment/election for additional terms.

- maintaining the current NPCEC roster
- documentation of meeting minutes and subsequent sharing of those minutes amongst the members of the consortium group
- assist with effective organizational planning
- support the organization's mission and purpose
- orient new board members

There shall be a continuing education committee consisting of at least two but no more than three members. The committee is responsible for identifying current

and future educational needs among clinical instructors and clinical sites and identifying or developing continuing education offerings to meet those needs.

ARTICLE VII – Meetings

All members of the Consortium shall attend meetings when scheduled and as needed.

ARTICLE VIII – Dissolution of the Consortium

The Consortium may be dissolved by a 2/3 vote of the recognized members providing a 60-day notice of pending action to all members.

Revised Jan 2019