

**THE UNIVERSITY OF TOLEDO
STUDENT PHYSICAL THERAPY ORGANIZATION
CONSTITUTION**

ARTICLE I. NAME OF THE ORGANIZATION

The name of the organization shall be the University of Toledo Student Physical Therapy Organization (SPTO).

ARTICLE II. AFFILIATION WITH OTHER GROUPS

The organization will not be affiliated with any local, state or national groups.

ARTICLE III. PURPOSE, AIMS AND FUNCTIONS

The purposes of this organization shall be to:

- A. Further the professional growth of the physical therapy program at the University of Toledo and the students involved in that program.
- B. Maintain and continue to offer support to the pre-physical therapy curricula on the campus of Bowling Green State University and the University of Toledo and to the professional component of the curriculum offered at the University of Toledo.
- C. Create, promote, and build friendship based on the common interests of the students.
- D. Provide other students with adequate information on the educational preparation, career options and employment opportunities offered by the physical therapy profession.
- E. Present themselves as a professional organization to other professional organizations and the community.
- F. Provide service to the community.

ARTICLE IV. MEMBERSHIP REQUIREMENTS

Membership of the Student Physical Therapy Organization is open to all students enrolled in the DPT Program at the University of Toledo and also to students enrolled at Bowling Green State University and the University of Toledo Main Campus who are accepted into the professional component of the Physical Therapy Program.

ARTICLE V. OFFICERS

- A. President, Treasurer, National Representative, Publicist (1)
These positions will be filled by 2nd year students, who will be elected in April with the term of office to begin immediately.
- B. Vice President, Secretary, State Representative, Risk Manager, Publicist (1)
These positions will be filled by 1st year students, who will be elected in September with the term of office to begin immediately.

ARTICLE VI. FACULTY ADVISOR

- A. The faculty advisor will be appointed by the Chairperson of the Department of Physical Therapy.
- B. The roles and responsibilities of the Faculty Advisor are:
 - 1. To be informed of all activities, events, policies, and procedures of the student organization.
 - 2. To provide a mechanism of "checks and balance" between the student organization and administration.
 - 3. To dialogue, brainstorm, generate ideas, and advise the student organization on issues related to activities, events, policies, and procedures.
 - 4. To be available to student members by attending the meetings of the student organization and/or meeting with the officers on a regular basis.

ARTICLE VII. QUORUM

- A. The voting body shall consist of members of the organization who are in good standing.
- B. A quorum shall consist of a 2/3 majority of the voting members in order to conduct business requiring a vote of the membership.

ARTICLE VIII. MEETINGS

- A. Business meetings shall be held at the discretion of the organizational officers.
- B. At least 2 business meetings shall occur per semester on the University of Toledo's or Scott Park's campus'.

ARTICLE X. AMENDMENTS

The organizational constitution and by-laws may be amended at any regular or special meeting by the affirmative vote of 2/3 of the voting membership provided that:

- A. Any proposed amendment(s) has been presented in writing to the Executive Board at least 2 weeks prior to the meeting and,
- B. Copies of the proposed amendment have been made available to all members at least 2 weeks in advance of the published voting date.

ARTICLE XI. RATIFICATION

Adoption of the constitution will require a vote of affirmation from 2/3 of the voting members of the organization. See article VII for specifications of voting members.

BYLAWS

MEMBERSHIP

- A. Attendance: members will be required to attend all business meetings or obtain an excused absence from an executive officer prior to the meeting.
- B. Committees: members are required to participate in one committee per semester. Members are permitted to participate in more than one committee.

DUES

- A. 1st and 2nd Year Members are required to pay \$5.00 per year for dues.
- B. Dues will be collected by the treasurer.

DUTIES OF OFFICERS

- A. President
 - 1. Organizes and presides over all organizational meetings.
 - 2. Appoints committee leaders.
 - 3. Facilitates the development of organizational relationships with other organizations.
- B. Vice President
 - 1. Assumes the president's duties in his/her absence.
 - 2. Acts as a liaison between the committee leaders and the executive board of the organization. The committee leaders are responsible for reporting their activities in writing to the vice-president.
- C. Secretary
 - 1. Records minutes of all meetings and distributes copies to the president, faculty advisor and the Office of Student Life.
 - 2. Is responsible for organizational correspondence and other assigned clerical dues (e.g. forms for Office of Student Life).
- D. Treasurer
 - 1. Maintains an account of and is responsible for the funds of the organization.
 - 2. Is responsible for the collection of dues from members of the organization.
- E. Publicist
 - 1. Is responsible for maintaining and overseeing the SPTO web page.
 - 2. Is responsible for taking pictures at all SPTO events (or making sure pictures are taken).
 - 3. Is responsible for all advertisement and publicity of all SPTO events.
- F. State Representative
 - 1. Represents the University of Toledo and the SPTO at meetings of the Ohio Physical Therapy Association and at other functions as requested.
 - 2. Assists the National representative as needed.

- G. National Representative
 - 1. Represents the University of Toledo and the SPTO to the American Physical Therapy Association.
 - 2. Is responsible for activities related to the APTA.
- H. Risk Manager
 - 1. Is responsible for facilitating discussion within the organization on risk management issues pertaining to all events/programs and travel that is undertaken by the organization
 - 2. Is responsible for completing all necessary paperwork prior to all events/activities and submitting it to OSL

ELECTION PROCESS

- A. Nominations
 - 1. Nominations shall be taken from the floor at a business meeting prior to the elections.
 - 2. A nomination form must be submitted to the Executive Board.
- B. Elections
 - 1. Elections for President, Treasurer, Publicist (1), and National Representative shall take place in April of each year.
 - 2. Elections for Vice President, Secretary, State Representative, Risk Manager and Publicist (1) shall take place in September of each year.
 - 3. Voting shall be done by secret paper ballot. The current President and Treasurer shall be responsible for counting all votes.

PROCEDURES FOR UNEXPIRED TERMS OF OFFICE OR REMOVAL FROM OFFICE

- A. Filling Unexpired Terms of Office
 - 1. In the event that an office opens during a term, the election process will be held to fill the office (as specified above with the exception of required dates).
 - 2. The election for replacement will be held as soon as it is known the office is available.
- B. Removal From Office
 - 1. If an officer does not fulfill the requirements as specified in the constitution for his/her office, the executive board will issue a warning to the officer of how he/she needs to make improvements.
 - 2. If improvement does not occur after the warning, the person will be removed from office and the office will be filled as specified above.

EXECUTIVE BOARD

- A. Consists of the nine executive officers and the University of Toledo faculty advisor to the organization.
- B. The faculty advisor shall be an ex-officio member of the board.
- C. The board shall approve the committee leader nominations as presented by the President.

- D. The board shall review written recommendations submitted by the various committees prior to submission to the voting membership.
- E. Assumes duties as charged by the membership.
- F. Will meet at the discretion of the president to review organizational business and committee recommendations.

COMMITTEES

- A. Special committees shall be form as needed at the discretion of the executive board.

ORDER OF BUSINESS

- A. Call to order
- B. Roll call
- C. Reading and approval of minutes
- D. Reports of officers and committees
- E. Unfinished business
- F. New business
- G. Adjournment

VOTING PROCEDURES

- A. Nominations will be taken from the membership and submitted to OSL 2 weeks prior to the election for verification and good academic standing eligibility.
- B. The nomination deadline will be posted.
- C. The election date, place and time will be announced to the entire membership.
- D. A paper ballot will be printed that includes the organization name, date, positions available and those members running.
- E. Ballot counting
 - 1. Votes will be cast by a written ballot by all members present.
 - 2. Ballots will then be counted and results announced immediately.
 - 3. The election results will be shared with the entire membership