

**THE UNIVERSITY OF TOLEDO**  
**STUDENT PHYSICAL THERAPY ORGANIZATION**  
**CONSTITUTION**  
**2018-2019**

**ARTICLE I. NAME OF THE ORGANIZATION AND AFFILIATIONS**

The name of the organization shall be the University of Toledo Student Physical Therapy Organization (SPTO). The organization will not be affiliated with any local, state, or national groups.

**ARTICLE II. 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 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.

Activities and programs sponsored by this organization will keep within the organizations stated objectives.

**ARTICLE III. MEMBERSHIP REQUIREMENTS**

Membership of the Student Physical Therapy Organization shall be open to all currently enrolled students at the University of Toledo and to all students enrolled in the DPT Program at the University of Toledo. The Student Physical Therapy Organization does not categorically deny membership to an individual based on race, color, religion, sex, age, gender identity, national origin, and sexual orientation, veteran's status or disability.

Persons obtain membership by supporting all functions, activities, and programs of the organization through paying dues (\$30 per academic year collected during first week of fall semester), attending meetings and serving on committees. Voluntary member sign-up is the process for obtaining new members. Voting members shall be defined as members who are currently enrolled UT students who are in good standing with Student Physical Therapy Organization and have supported the functions of the organization. A voting member must attend 100% of all meetings and mandatory events except for advance approval of absence if necessary. Voting members must also be in the DPT program.

**VOTING PROCEDURES**

- A. Nominations will be taken from the membership, or by volunteer, and submitted to OSA 2 weeks prior to the election for verification and good academic standing eligibility.

- B. The nomination/volunteer deadline will be posted.
- C. The election date, place and time will be announced to the entire membership.
- D. A paper ballot may 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, or raise of hands, by all members present.
  - 2. Ballots/hands will then be counted and results announced immediately.
  - 3. The election results will be shared with the entire membership

#### ARTICLE IV. OFFICERS

Officers shall consist of:

- A. President, Treasurer, Association Representative, Publicist 1  
These positions will be filled by 2<sup>nd</sup> year students, who will be elected in March with the term of office to begin at the cessation of the academic year.
- B. Vice President, Secretary, District Representative, Risk Manager, Publicist 2  
These positions will be filled by 1<sup>st</sup> year students, who will be elected during the first fall term and begin immediately for the academic year.
- C. Elections will be conducted via nomination first. If running against an opponent, potential officers give speech. If unopposed, voting members will vote by show of hands for “yes.”
- D. Only currently registered UT students may hold office. Officers of the organization shall not be on academic or disciplinary probation.
- E. Duties for each officer are found under Bylaws.
- F. Funds allotted by the State and University may be used to subsidize the cost of second year officer’s participation in professional conferences.
- G. In the event that Student Physical Therapy Organization officers are not fulfilling the specific duties listed above, general numbers have the right to question the conduct, actions, and/or work of any elected officer, advisor, committee chairperson, appointed representative or member. The Student Physical Therapy Organization Executive Board has the right, if deemed necessary, to remove an executive board member, who does not fulfill their specific duties. A University of Toledo faculty advisor must be present in all removal/impeachment proceedings.

#### ARTICLE V. 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 Main Campus.
- C. A simple majority of the voting members must be present to constitute a quorum.

#### ARTICLE VI. FACULTY ADVISOR

- A. The faculty advisor shall be decided upon 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. COMMITTEES

- A. Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider.

#### ARTICLE VIII. 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. AMENDMENTS AND RATIFICATION

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

It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to the Office of Student Involvement and Leadership every detail of the desired changes to be made.

## 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. 1<sup>st</sup> and 2<sup>nd</sup> Year Members are required to pay \$30.00 per year for dues.
- B. Dues will be collected by the treasurer during first week of fall semester.

### DUTIES OF OFFICERS ARE AS FOLLOWS:

- A. President
  - 1. Organizes and presides over all organizational meetings.
  - 2. Appoints committee leaders.
  - 3. Facilitates the development of organizational relationships with other organizations.
  - 4. Delegates various responsibilities to other officers and members.
  - 5. Assigns each 2nd year officer 2-3 committees to advise. This includes the President.
- B. Vice President
  - 1. Assumes the president's duties in his/her absence.
  - 3. Coordinator of Rehab Olympics with respected committees.
  - 4. 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 Affairs.
  - 2. Is responsible for organizational correspondence and other assigned clerical dues (e.g. forms for Office of Student Affairs).
- 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. Publicists (2)
  - 1. Are responsible for maintaining and overseeing the SPTO [facebook page](#).
  - 2. Are responsible for taking pictures at all SPTO events (or making sure pictures are taken).
  - 3. Are responsible for all advertisement and publicity of all SPTO events.
  - 4. Are responsible for organizing the bi-annual Alumni Newsletter.
- F. District Representative
  - 1. Represents the University of Toledo and the SPTO at meetings of the Northwest District of the Ohio Physical Therapy Association and at other functions as requested.
  - 2. Assists the Association representative as needed.

- G. Association Representative
  - 1. Represents the University of Toledo and the SPTO to the American Physical Therapy Association and the Ohio Physical Therapy Association.
  - 2. Is responsible for activities related to the APTA and OPTA.
- 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 OSA

#### ELECTION PROCESS

- A. Nominations
  - 1. Nominations shall be made by volunteer or be taken from the floor at a business meeting prior to the elections.
  - 2. A statement of interest in assuming the officer position must be submitted to the current President before the election.
- B. Elections
  - 1. Elections for President, Treasurer, Publicist 1, and Association Representative shall take place in March of each year.
  - 2. Elections for Vice President, Secretary, District Representative, Risk Manager and Publicist 2 shall take place in September of each year.
  - 3. Voting shall be done by a raise of hands or a secret paper ballot. The current President and Treasurer shall be responsible for counting all votes.
  - 4. In the event of an open office with neither a nomination nor volunteer, the current President and Faculty Advisor shall assign the office itself, or its respective responsibilities to another member of the SPTO.

#### 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 with the SPTO advisor present 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.

## ORDER OF BUSINESS

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