

## **Article I. NAME**

The name of this organization is the Student Physical Therapy Association of the College of Health at the University of North Florida, hereinafter referred to as "SPTA".

## **ARTICLE II. ESTABLISHMENT**

This organization is established as an approved student association of the College of Health of the University of North Florida in consonance with the guidelines for student governance as set forth by Club Alliance and Student Government at the University of North Florida, Jacksonville, Florida.

## **ARTICLE III. PURPOSE**

### **Section 1.**

The purpose of the SPTA shall be to serve as a liaison between the Director of the Physical Therapy Program, the Faculty of the Physical Therapy Program, the Student Body of the Physical Therapy Program, the Undergraduate Student Body of the University of North Florida, and other University Organizations in matters common to all.

### **Section 2.**

The purpose of the Constitution of the SPTA is to provide a structure for the operation of this organization and ensure a solid foundation upon which this organization can grow its outreach and forward its mission.

### **Section 3.**

Ignorance of the information contained within this Constitution shall retain no reason for failure of compliance. It is the sole responsibility of each member to become familiar with all information herein.

## **ARTICLE IV. OBJECTIVES**

### **Section 1.**

The objectives of the SPTA are:

- A. To apprise and make recommendations to the Director and Faculty of the Physical Therapy Program regarding matters concerning the Student Body.
- B. To apprise and make recommendations to the membership regarding the Faculty's concerns with reference to the students' affairs.
- C. To elect an Executive Committee which shall serve as an advisory group for the Physical Therapy Program and undergraduate students in the SPTA.
- D. To encourage students to participate in SPTA sponsored activities, thereby promoting the Physical Therapy Program and College of Health.
- E. To promote an environment conducive to educational and ethical development of personal and social skills in a manner that will enhance the attainment of the mission, goals, and objectives of the Physical Therapy Program.
- F. To inform students, potential students, and others in the community of the purpose of the Physical Therapy Program, its mission, goals, activities, and benefits.
- G. To promote active involvement in the community through various activities and projects.
- H. To attempt to provide financial assistance to the membership in order to promote attendance in activities that will support professional development.
- I. To provide students, practitioners, and faculty a forum for dialogue and fellowship.
- J. To provide undergraduate students interested in the Physical Therapy Program an insight into the profession through volunteer opportunities.
- K. To provide undergraduate students interested in the Physical Therapy Program an insight into the Program through direct contact with faculty and current students.

### **Section 2.**

The objectives shall be accomplished through meetings, seminars, projects, and other activities as appropriate.

## **ARTICLE V. STATUS**

The SPTA shall serve as an official organization of the College of Health in appropriate matters as prescribed by the College of Health, and shall be subject to the guidelines and regulations of the College of Health and the University of North Florida as they may be published and disseminated.

## **Article VI. Membership**

### **Section 1**

General SPTA Members are:

- A. Any Activities & Services fee-paying student at the University of North Florida.
- B. Encouraged to attend all SPTA meetings and participate in events sponsored and promoted by the SPTA.
- C. Not required to pay dues.

### **Section 2**

An "Active Member" shall be defined as:

- A. A member who attended all SPTA meetings with no more than one absence during the previous semester.
- B. A member who participated in at least one fundraising event or donated \$25.00 to the SPTA, during the previous semester.
  - a. A fundraising event is defined as any event held by the SPTA in which the funds attained go towards the financial support of the SPTA and fulfilling the objectives outlined in Article IV Section 1.
- C. A member who participated in at least one volunteer event during the previous semester.
  - a. A volunteer event is defined as any unpaid event that benefits the community.
- D. Any new member of the SPTA during their first semester of membership.

### **Section 3**

An Active Member shall:

- A. Have the privilege to propose amendments to the constitution.
- B. Be eligible to receive funding from the SPTA in the form of reimbursements, scholarships, or discounts.

### **Section 4**

An Active Member can lose Active member status if:

- A. The SPTA Faculty Advisor deems the student of fraudulently meeting the requirements for Active Membership.
- B. The SPTA Faculty Advisor deems the student excessively disruptive to the functioning of the SPTA.
- C. Requirements of active membership are not met during the previous semester.

### **Section 6.**

General Membership can only be terminated if the student voluntarily withdraws from the SPTA or if the student is guilty of conspiring to, or committing an act of hazing as defined in Article XVIII Sections 1-2.

## **Article VII. Meetings**

### **Section 1.**

Robert's Revised Rules of Order shall be the parliamentary authority in all meetings and matters covered by the SPTA.

### **Section 2.**

General body meetings shall:

- A. Be conducted at least once each Fall and Spring Semester.
- B. Be held at the request of the President, Faculty Advisor, or the Director of the Physical Therapy Program.

### **Section 3.**

The Executive Committee meetings shall:

- A. Be held at least once a month.
- B. Be held at the request of the President, Faculty Advisor, or the Director of the Physical Therapy Program.
- C. Require attendance by a majority of the Executive Committee in order to conduct new business.

#### **Section 4.**

The President, or a selected representative of the SPTA, shall meet with the Director of the Physical Therapy Program at least once per academic semester.

#### **Section 5.**

The President, or a selected representative of the SPTA, shall attend Club Alliance meetings as mandated by the Club Alliance.

### **ARTICLE VIII. VOTING AND QUORUM**

#### **Section 1.**

Quorum shall consist of a majority of the SPTA members, and shall be reached in order to conduct a vote.

#### **Section 2.**

Voting shall be conducted as follows:

- A. For minor issues, or issues which do not affect the function or structure of the SPTA, an immediate vote may be held, and the motion shall pass with a simple majority of members present.
- B. For serious issues, or issues that do affect the function or structure of the SPTA, a vote will be held after a two week "review period," and the motion shall pass with a simple majority of members present.
- C. Voting for Officer Positions shall be conducted through a written secret ballot.
- D. For emergency issues, or issues that require immediate action by the SPTA, the membership may vote to suspend the constitution for the sake of conducting a vote within the two week review period.
  - a. The vote of three fourths of the voting members is required to suspend the constitution for this purpose.

#### **Section 3.**

In voting with a secret ballot, the votes will be collected by the secretary, and shall be counted by both the President and Secretary.

### **ARTICLE IX. OFFICERS AND EXECUTIVE COMMITTEE ELECTION TIMELINE**

Composition:

Officers shall be elected from physical therapy students in April of their first academic year, and will consist of President, Vice President, Secretary, Treasurer, Development Officer, and Pre-Physical Therapy Officer. If no student in this class chooses to fulfill a particular position, the opening will be made available to students in the classes above and below. Two representatives from the class starting their final year will be selected at the time of officer elections. Two representatives will be elected the subsequent fall from the class beginning their first academic year. Additionally, three upperclassmen representatives from the undergraduates will be selected through an application process initiated by the Pre-Physical Therapy Officer. With the exception of undergraduates, all class representatives will be elected by members of their own class only; officers will be elected by a majority vote of the graduate membership. These six (6) officers, seven (7) elected class representatives, and the Faculty Advisor shall comprise the Executive Committee of the SPTA. Installation of officers will take place in June.

Eligibility:

The six (6) officers shall be elected by a quorum of the graduate membership, as indicated in Article X, at the conclusion of the Spring Semester, from a collection of anonymous nominations of the SPTA members in their first year. Elections will take place by secret ballot. The last two weeks of the spring semester shall serve as a transition period between the outgoing and incoming officers and elected officers will be installed on the first day of the Summer A semester.

Class representatives for physical therapy students beginning their first or third academic year will be elected from a collection of nominations from that class at the beginning of the fall semester. Students wishing to run for this office will declare their intent and voting will take place by secret ballot. As mentioned above, the Pre-Physical Therapy Officer shall conduct an application process to select the undergraduate representatives.

Duties of the Executive Committee Officers:

**PRESIDENT:** Shall preside over all meetings and formulate an agenda with the input of other officers and members. Shall appoint members to committees and ensure that all assignments are completed properly and on time. Shall appoint duties and responsibilities to members as appropriate for accomplishment of objectives. Delegation and organization are key factors for this office. Must remain active in all areas of the club and make appropriate executive decisions in line with SPTA's mission statement and prioritized areas ("POS" – Professional, Outreach, Social).

**VICE PRESIDENT:** Assumes all duties of the President in the President's absence and/or incapacitation. Conduct meetings in the absence of the President. The Vice-President acts as the mediator between other officers. Club alliance meetings and fundraising are the key areas of specialty for this office. Must be able to plan events that will raise money for activities sponsored by SPTA for prioritized areas [1.) Conferences (CSM, state, local, etc.); 2.) Outreach (supplies, cards, food); 3.) Social (graduation party, social gatherings, etc.)]. Must remain active in all areas of the club. Complete other duties and responsibilities as may be assigned by the President.

**SECRETARY:** Manage and coordinate all SPTA correspondence between the membership, the Director, and the faculty of the program in the department, the college, and other organizations. Prepare reports as designated by the President. Maintain current roster of all members including addresses, phone numbers, e-mail addresses, and birthdays. Keep a record of all meetings and prepare a generalized list of meetings, including the agenda, decisions made, those in attendance, and future topics. Submit these minutes to the President at his or her request and have these present at meetings for reference. Help notify members and officers of meeting location and time. Maintain a collection of photos and encourage liaisons to do the same. Nominate a committee, with the guidance of the officers, to compile a slide show of pictures for the graduation banquet. Must remain active in all areas of the club. Complete other duties and responsibilities as may be assigned by the President.

**TREASURER:** Keep records of all monies spent and earned via fundraising. Collect and organize money at events. Responsibilities include keeping the checkbook balanced, writing all checks, and making bank deposits. In addition, the treasurer shares the responsibility with the Development Officer in clinical merchandise orders. The Treasurer will also act as a financial activities advisor for events and ensure they follow the prioritized levels (POS) when applicable. Must remain active in all areas of the club. Complete other duties and responsibilities as may be assigned by the President.

**DEVELOPMENT OFFICER:** Plan events and coordinate activities for various programs and endeavors of the membership. Continue to update the website, newsletter, blog, or similar while also corresponding with other schools, students, faculty, and the community in general. The officer shall nominate a member to the duty of the state and district APTA Representative, and ensures this member provide frequent updates. Shall assist the treasurer with shirt orders and similar. Shall coordinate with the Secretary in collecting information on local and state outreach opportunities. Must remain active in all areas of the club. Complete other duties and responsibilities as may be assigned by the President.

**PRE-PHYSICAL THERAPY OFFICER:** Serve as a liaison between the Executive Committee and the undergraduate membership, including collection of dues and roster paperwork for the undergraduates. Create an application process for, select, and oversee the undergraduate representatives. Hold undergraduate meetings and coordinate events for the undergraduate membership. Appoint a Pre-Physical Therapy Committee comprised of four (4) graduate members to assist in the undergraduate meetings and events. Must remain active in all areas of the club. Complete other duties and responsibilities as may be assigned by the President.

**FIRST AND THIRD YEAR CLASS REPRESENTATIVES:** Act as a class mediator for events, meetings, and messages. Collect and maintain current roster of class and submit this to the Secretary. Sit in on officers' meetings and advise them on pertinent ideas, concerns, and initiatives. Organize class meetings and encourage attendance and participation of SPTA/APTA sponsored events. Complete other duties and responsibilities as may be assigned by the President. One (1) of the two (2) class representatives from the third year must have served a term as a previous officer, unless no such person is available/willing in which case any member of the third-year class is able to fulfill the duty.

**UNDERGRADUATE CLASS REPRESENTATIVES:** Must be in Junior or Senior year. Assist the Pre-Physical Therapy Officer in conduction of undergraduate events as needed. Serve as a liaison between the undergraduate membership and the Pre-Physical Therapy Officer. Complete other duties and responsibilities as may be assigned by the President.

## **ARTICLE X. TERMS OF OFFICE**

Executive Committee Members shall be elected, from the class beginning the summer of their first academic year, for a period of one year, i.e., summer, fall, and spring semesters. Class representatives from the class in their first academic year of the physical therapy program shall be elected by the members of their class at the beginning of the fall semester. Class representatives from the class in their final academic year of the physical therapy program shall be elected by the members of their class at the beginning of the Summer A semester. Class representatives from the undergraduate class shall be selected by the Pre-Physical Therapy Officer at the beginning of every fall.

**Vacancies of the Executive Committee:**

In the event that one(l) or more of the officers of the Executive Committee is unable to fulfill his/her term, the remaining Executive Committee will solicit nominees from the general membership, and the officers and Executive Committee shall elect the person(s) to complete the term of the vacant position(s). The election will take place during the next scheduled or specially called meeting of the Executive Committee.

## **ARTICLE XI. COMMITTEES**

EXECUTIVE COMMITTEE: President, Vice President, Secretary, Treasurer, Developmental Officer, Pre-Physical Therapy Officer, two (2) First Year Class Representatives, two (2) Third Year Class Representatives, three (3) Undergraduate Representatives, Faculty Advisor, and Director of the Physical Therapy Program.

PRE-PHYSICAL THERAPY COMMITTEE: Pre-Physical Therapy Officer and four (4) graduate members appointed by the Pre-Physical Therapy Officer.

## **ARTICLE XII. BUDGET**

### **Section 1.**

A budget will be:

- A. Developed by the Treasurer at the beginning of the Fall and Spring semester, with the assistance of the Executive Committee
- B. Within the guidelines established for Student Organizations at the University of North Florida.
- C. Presented to the membership at the beginning of the Fall and Spring semester of each academic year.
  - a. The Spring budget shall include items for the Summer term.

### **Section 2**

The budget must also be approved by the membership through a two-thirds vote of those members present at the meeting when the Treasurer presents the budget with an explanation of each line item.

## **ARTICLE XIII. FACULTY ADVISOR**

The members of the STPA shall designate a faculty advisor(s) with recommendation from the Executive Committee.

## **ARTICLE XIV. AMENDMENTS**

### **Section 1.**

Amendments to the Constitution of the SPTA shall be proposed by an Active Member of the SPTA in writing using an "SPTA Constitution Amendment-Revision Form."

### **Section 2.**

A proposed amendment shall:

- A. Be submitted to a member of the Executive Committee not less than thirty days prior to the meeting at which they will be considered for approval by the membership
- B. Be required to pass with a vote of two thirds of the membership present at the meeting.

### **Section 3.**

The Executive Committee will review the Constitution every year in the Summer semester in concordance with the reregistration of the SPTA with Club Alliance as it is a requirement to submit a copy of the Constitution annually upon reregistering.

### **Section 4.**

No further action must be taken if the organization is functioning in accordance with the Constitution.

## **ARTICLE XV. ANTI-HAZING GUIDELINES**

### **Section 1.**

Hazing is defined by the University of North Florida as any action or activity of any group or individual which recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under that sanction of the University.

### **Section 2.**

The organization will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

**Section 3.**

Any member of this organization who is found guilty of conspiring to, or committing an act of hazing as defined herein will be removed from the organization.

**ARTICLE XVI. JURISDICTION**

The SPTA is subject, as a registered student organization, to the rules, regulations, and policies of UNF and the laws of the State of Florida. The rules, regulations and policies of UNF shall hold precedence over any and all rules, regulations and policies applying to the SPTA, including those of national organizations with which the SPTA is associated.

**ARTICLE XVII. ANTI-DISCRIMINATION POLICY**

General membership of this club will be open to all currently enrolled UNF students. No student may be denied membership to the SPTA on the basis of race, color, creed, religion, gender, gender identity/expression, age, sexual orientation, national origin, marital status, parental status, veteran status, disability or any combination thereof.