

Physical Therapy Student Council Constitution

Article I Name

The name of this organization shall be the Physical Therapy Student Council.

Article II Objectives

Section 1. The Physical Therapy Student Council (hereinafter referred to as “**Council**”) shall serve as the supreme coordinating instrument for all Council-sponsored, student physical therapy professional and social activities. Its purpose shall be to stimulate a professional attitude among Marquette University physical therapy students (hereinafter referred to as “**students**”); to promote cooperation and understanding among students, and with the faculty and administration to constitute an organized voice to the students in the Marquette University Physical Therapy curriculum to foster cooperation with allied medical professions; and to organize and support events fostering the educational, community, and social growth of students.

Section 2. Any of this constitution or any legislation enacted by the Council which is contrary to the spirit or letter of the Council Constitution shall be null and void.

Section 3. The Council shall not determine academic policy within the Physical Therapy curriculum.

Article III Membership

Section 1. The Executive officers of the Council shall be President, Vice-President, Secretary, and Treasurer.

Section 2. The members of Council shall be:

- a. The Executive Officers;
- b. The class officers of the DPT-4’s, 5’s, 6’s;
- c. The Council committee member of the DPT-1 through 6’s;
- d. The Marquette Challenge (herein after referred to as “**Challenge**”) coordinators;
- e. The Career Fair Coordinator(s);
- f. The APTA/WPTA student liason;
- g. The Faculty Representative;
- h. The College of Health Sciences Representative;
- i. The Anconeus Theraband Omega (ATO) President.

Section 3. All members shall be voting members.

Section 4. There shall be four standing committees:

- a. A Public Relations Committee;
- b. An Education Committee;
- c. A Philanthropic Committee;
- d. A Social Activities Committee.

Article IV Quorum

Section 1. A majority (51%) of the voting members of the Council shall constitute a quorum, and this quorum shall carry on business.

Section 2. A majority (51%) vote of a set quorum is necessary to enact legislation.

Article V Executive Officers

Section 1. Duties:

- a. The President shall:
 1. act as chair of the Council and chair all Council meetings;
 2. shall be informed of all Council activities;
 3. attend all Council activities when possible;
 4. reserve the right to vote and to break a tie on any issue presented before the Council and reserve the right to cast the deciding vote in case of election ties;
 5. serve as chair of the Education Committee;
 6. make room arrangements and post notices of Council meetings;
 7. oversee the elections of all Council members;
 8. be responsible for checking the Council /mailbox in the PT student lounge daily and/or the Student Development mailbox at least once per week;
 9. set and distribute the agenda to the Council members at the beginning of each meeting
 10. assist the Department Chair and faculty as a liaison to the PT Council and PT students.
- b. The Vice-President shall:
 1. assume the duties of the President within the Council in the event of his/her absence or inability to preside for any cause;
 2. act as campus liaison for the President in the event of his/her absence or inability to perform for any cause;

3. assist in overseeing all elections for Council members;
 4. serve as chair or the Social Activities Committee;
 5. assist Executive President as needed.
- c. The Secretary shall:
1. take attendance and minutes of all Council meetings;
 2. make a copy of the minutes available to all Council Members via email within one week of the meeting and post them on the PT website and on the bulletin board on the 3rd floor of Schroeder Complex;
 3. formulate a Council roster and distribute it to all council members within two weeks of the first Council meeting;
 4. serve as chair of the Public Relations Committee;
 5. oversee the publication of the newsletter;
 6. assist in overseeing all elections for Council members;
 7. assist the Executive President as needed.
- d. The Treasurer shall:
1. keep an accurate financial statement for the Council, each class, the Challenge, Career Fair, and any other PT applicable accounts and report it during each Council meeting;
 2. serve as the chief financial and accounting officer for the Council
 3. serve as chair of the Philanthropic Committee;
 4. assist in overseeing all elections for Council members;
 5. assist the Executive President as needed.

Section 2. Election of Executive officers.

- a. The Executive officers must be physical therapy students who fulfill all the requirements as prescribed in the *Student Organization Handbook*, which will be made available upon request, and must be in the professional phase of Physical Therapy Program.
- b. The Executive officers require a minimum of one year previous experience as a voting members of Council.
- c. campaigning shall be independent and occur prior to the election, which will take place in the fall semester.
- d. Voting members of Council shall vote in the elections made by blind ballot.
- e. In the event that an office is not filled under the above stated requirements, the outgoing Executive officers shall waive the minimum of one year previous experience as a voting member of council.
- f. The Executive officers shall take office at the start of the Spring semester and shall serve through the end of the following fall semester.

Article VI
Class Officers and Representatives

Section 1. The DPT-4's and 5's shall elect a President, Vice-President, and at least one representative each for the Public Relations, Social Activities and Philanthropic Committees by their own class through open nomination.

Section 2. The DPT-1's, 2's, and 3's shall elect at least one representative to the Public Relationship, Philanthropic, and Social Committees from their class through open nomination.

Section 3. The class officers and representatives must be physical therapy students who fulfill all the requirements as prescribed in the *Student Organization Handbook*.

Section 4. DPT-2 through 6 class representatives shall be elected in November by open nomination after the Executive officer elections have been completed. They shall take office at the start of the Spring semester and shall serve until elections are held the following year. The class representatives for the DPT-1's shall be elected during the DPT-1 meeting in the beginning of the Fall semester and serve for three semesters.

Article VII
WPTA/APTA Student Liaison

Section 1. A WPTA/APTA Student Liaison shall be elected from each DPT-4 class during the end of the fall semester during Council elections.

Section 2. The DPT-4 WPTA/APTA Student Liaison shall continue to serve in the DPT-5 and DPT-6 years.

Section 3. The three DPT-4, 5, and 6 WPTA/APTA Student Liaisons shall share the responsibility of attending all possible WPTA and APTA functions.

Section 4. The WPTA/APTA Student Liaison shall introduce and disseminate current updates concerning the APTA and Student Assembly to their class.

Article VIII
Challenge Representative(s) and Coordinators

Section 1. A Challenge Representative(s) shall be elected from the DPT-4 class at the beginning of the Spring semester by open nomination and shall not hold another Council position concurrent with their term as coordinator(s). The Challenge Representative(s) would continue in this role as DPT-5 students.

Section 2. The DPT-5 Challenge Representative(s) shall be responsible for planning, coordinating, and executing Marquette fundraising efforts for the Challenge in their DPT-5 year.

The DPT-5 Challenge Representative(s) shall assist the DPT-6 Challenge Coordinator(s) in all Challenge activities until they become the Challenge Coordinator(s) in their DPT-6 year.

Section 3. The DPT-6 Challenge Coordinator(s) shall be responsible for planning, coordinating, and executing the Challenge nation-wide and be responsible for reporting the progress of the Challenge activities to the Council at one meeting per month or as needed, and to communicate with the Foundation for Physical Therapy and Departmental Chair. Challenge Coordinators will attend APTA National Student Conclave and Annual Conference.

Article IX Career Fair Representative(s) and Coordinator

Section 1. The Career Fair Representative(s) and Coordinator shall be elected by open nomination from the DPT-5 class at the beginning of the Spring semester and the Coordinator shall not hold another Council position concurrent with their term as coordinator.

Section 2. The Career Fair Representative(s) shall assist the Career Fair Coordinator in all Career Fair activities.

Section 3. The Career Fair Coordinator shall be responsible for starting the planning of the Career Fair in the spring of their DPT-5 year, and be responsible for reporting progress of Career Fair activities to the Council at one meeting per month or as needed. Career Fair shall be held in the fall of the DPT 6 year.

Article X Council Committees

Section 1. Education Committee Procedures:

- a. Shall be composed of the Executive President, and the Presidents and VPs of the DPT-4, 5, and 6 classes;
- b. Will plan at least one Brown Bag Lunch, a speaker series, per month;
- c. Will update calendar in PT hallway (3rd floor Schroeder Complex) monthly with PT activities, job postings, and volunteer opportunities;
- d. Will plan and change the display of the bulletin board in the PT hallway monthly.

Section 2. Public Relations Committee Procedures:

- a. Shall be composed of the Executive Secretary, Web Tech, and at least one Council Representative from the DPT-1 through 6 classes.
- b. Shall be Responsible for:
 1. generation the MUPT newsletter, at least two times per semester to be sent to all current students, faculty and staff.
 2. promoting the MUPT program activities, events, council meetings on campus and within the community.

3. WebTech will be responsible for updating and maintaining PT website with the MUPT program activities, events, council meetings, and PT-related documents, as well as checking the mailbox in the PT student lounge

Section 3. Philanthropic Committee Procedures:

- a. Shall be composed of the Executive Treasurer and at least one Council Representative from the DPT 1-6 classes;
- b. Shall be responsible for ensuring that the Physical Therapy Program as a whole participates in at least three philanthropic activities per semester;
- c. Each DPT-4, 5, and 6 Philanthropic Representatives shall also serve as the treasurer of their class and be responsible for all class financial transactions.
- d. Assign each class and E-board one philanthropic event per semester;
- e. Shall be responsible for presenting possibilities of donation sites to council and prepare the appropriate transaction paperwork and letter of acknowledgement of donation during the fall semester, as permitted by council funds.

Section 4. Social Activities Committee Procedures:

- a. Shall be composed of the Executive Vice President and at least one Council Representative from the DPT-1 through 6 classes.
- b. Will plan at least one major MUPT student social event per semester.
- c. Each member shall be responsible for planning one social class activity separate from the major MUPT student social event each semester.
- d. Coordinate and plan MUPT Olympics each fall for the entire PT community.

Section 5. Standing committees must make a formal request from Council for any funding needed for Committee activities exceeding \$20; the request must be approved by a simple majority (51%) vote of a quorum of Council.

Article XII

Individual Class Fundraising

Section 1. Fundraising shall be limited to DPT-4, 5, and 6's with a Clothing sale in the Fall ran by the DPT-5's and in the Spring ran by the DPT-4's, a Massage-a-Thon in the Fall ran by the DPT-5's and in the Spring ran by the DPT-5's, and a PT Dance in the Fall ran by the DPT-5's; other fundraisers planned by any of the six classes must be approved by a simple majority (51%) vote of a quorum of Council.

Section 2. The DPT-1, 2, and 3's must make a formal request from Council for any funding needed for class events that exceed \$20; the request must be approved by a majority (51%) vote of a quorum of Council.

Article XIII Student Council Fundraising

Section 1. Fundraising for the general Council fun shall be approved as needed by a simple majority of (51%) of a quorum of Council.

Section 2. The Executive Treasurer shall execute all transactions for the general Council account.

Section 3. Council shall designate money for expenses on a case-by-case basis. Expenses shall include all administrative and extraneous costs incurred during Council activities (such as Committee events and DPT-1 through 3 class activities).

Article XIV Student Reimbursement

Section 1. Students shall be eligible for reimbursement for travel and registration expenses to participate in conferences, events, and/or research related to the PT field.

Section 2. Funds shall be allocated at the end of each semester on a case by case basis and as permitted, up to 10% of total council funds

Section 3. Reimbursement amount will be up to 50% of the total approved and documented expenses contingent upon correct completion of the application process

Article XV Vacancies

Section 1: In the event that any executive officer vacates his/her office for any reason, Council shall elect a current Council member for that office within three weeks. All members of the Council in the professional phase of the program shall be eligible to have their names placed on the ballot; however, no officer may hold more than one office in the same time period. All voting members of Council are eligible to vote on this issue.

Section 2. In the event that the Executive President shall vacate his/her office, the Executive Vice-President shall take over the position and allow open nomination to elect a new Executive Vice-President within three weeks.

Section 3. In the event that a Class President shall vacate his/her office, the Class Vice-President shall take over the position and conduct an election to elect a new Class Vice-President within three weeks.

Section 4. In the event that any other class officer or committee member vacates his/her office, the involved class or classes will conduct an open nomination to fill the vacated position within three weeks.

Article XVI

Meetings and Attendance

Section 1. Regular Council meetings shall be held every other week while classes are in session. All council meetings are open to all PT students; however, Council reserves the right to close the meeting to members only. The Executive officers shall meet as often as the members deem necessary. Additional meetings may be called by the Executive President as necessary.

Section 2. Absence from meetings:

- a. All members are required to attend all council meetings unless otherwise excused by one of the Executive officers, before the scheduled meeting. The Executive President will document any member missing more than two excused meetings and one unexcused meeting per semester. The council member will then be ineligible to run for an executive or class office position in the future.
- b. In the event that times and dates for meetings, which are agreed upon by 95% of council, are unable to be attended by at most two council members, those council members shall be excused from meetings providing:
 1. They review the minutes of the meetings
 2. They complete all responsibilities delegated by Council and Class
 3. Their absences must be approved by Council

Section 3. The Executive officers and voting members of Council will have the power to dismiss from Council any member not upholding the duties of the office. The Executive President will give the member in question a verbal warning. If the activities continue, the member in question must be informed verbally and in writing by the Executive President that his/her performance is in question and a voting for dismissal will be held at the next Council meetings. Written notification will be given two weeks prior to the voting. This member has the right to appeal to the Executive officers prior to the voting. If the members declines to participate in the appeal, the voting for removal will continue.

Section 4. In the events that the Council chooses not to dismiss the member in question, this member will be considered to be functioning in Council in a probationary status. The duration of the probationary status shall be for two months, the end of term for the office held, or whichever occurs first. During the Probationary period, this member must uphold all responsibilities of the office held and follow attendance procedures appropriately.

Section 5. In the event that the simple majority of the voting members of Council vote by closed ballot to dismiss the member in question from office, or the procedures of the probationary status are not upheld, the member will be formally dismissed from office. The officer in question will be informed of the dismissal in writing and verbally. The position will be declared vacant and the appropriate procedures shall be followed. The Chair of the Physical Therapy Program will be informed of the procedures prior to and during all processes.

Section 6. The student that has been formally dismissed from a Council office shall not be considered to be in good standing for a long period of one year and may not run for another Council position until one full term has passed following the completion of the term of the office he/she formerly occupied.

Section 7. Meeting Procedures:

- a. Each meeting shall include a formal agenda, set and distributed by the Executive President at the beginning of the meeting, consisting of, but not limited to, ideas submitted by any Council member, student, or faculty member 48 hours prior to the meeting;
- b. A financial statement from the Council Treasurer shall be given at each meeting
- c. Executive officers, Class officers, Committee members, and faculty may make any new announcements about current activities at each meeting.

Article XVII Amendments

Any part of this Constitution may be amended by 2/3 open vote of quorum of the voting members of the Council provided that a written copy of the Constitution revision is given to the members. Amendments are contingent upon approval by both the Office of Student Development and the Student Senate of Marquette University Student Government (MUSG).

Article XVII Ratification

All provisions of this Constitution shall become effective upon:

1. Ratification by a 2/3 open vote of quorum;
2. Approval by the Chair of Physical Therapy Program;
3. Approval by both the Office of Student Development and the Student Senate of the Marquette University Student Government (MUSG).

November, 2006