

# **The Marquette University Physical Therapy Student Council Constitution**

## **Preamble**

The Physical Therapy Student Council shall serve as the supreme coordinating instrument for all Council-sponsored, student physical therapy professional and social activities.

## **Article I: Name**

The name of this organization shall be the Marquette University Physical Therapy Student Council, hereafter referred to as the Physical Therapy Student Council.

## **Article II: Purpose**

Section 1: The purpose of this Organization 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: Regular membership shall be open to any full time Marquette University undergraduate or graduate student currently admitted to the Physical Therapy program. This is an organization operating with both graduate and undergraduate students. The organization will function as a graduate organization but will allow membership to both graduate and undergraduate students.

Section 2: Associate membership shall be open to any part time student, undergraduate student interested in applying to the Physical Therapy program, professional student, faculty member, staff member, or administrator at Marquette University.

Section 3: Non-discrimination Clause. Consistent with all applicable federal and state laws and University policies, this Organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, sexual orientation, religion, Veteran’s status, sex, national origin, or disability in its selection of members, educational programs, or activities.

## **Article IV: Officers**

Section 1: Officers of the Organization shall be as follows:

- 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**”) Coordinator(s)
- e. The Career Fair Coordinator(s)
- f. The WPTA/APTA student liaison(s)
- g. The Faculty Representative
- h. The College of Health Sciences Representative

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 member 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 all previously stated requirements and open the nomination to all regular members 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.

Section 3: Officers shall take office at the start of the Spring semesters and shall serve for a period of 2 semesters, Spring and Fall.

Section 4: Officers shall not be on academic or university probation at the time of their elections and throughout their terms of office.

Section 5: Duties of Officers.

A. The President Shall:

1. Be responsible for conducting organization business
2. Act as chair of the Council and conduct all Council meetings
3. Shall be informed of all Council activities
4. Attend all Council activities when possible
5. 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
6. Serve as chair of the Education Committee
7. Make room arrangements and post notices of Council meetings
8. Oversee the elections of all Council members
9. Be responsible for checking the Council /mailbox in the PT student lounge daily and/or the Student Development mailbox at least once per week
10. Set and distribute the agenda to the Council members at the beginning of each meeting
11. Assist the Department Chair and faculty as a liaison to the PT Council and PT students
12. Checks must be co-signed by the Treasurer and by either the President or Vice-President.

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 of 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 member
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. Checks must be co-signed by the Treasurer and by either the President or Vice-President.
6. assist the Executive President as needed.

E. Class Officers and Liaisons

1. The DPT-4's shall elect a President and Vice-President by their own class through open nomination during the Fall semester of their fourth year who will then hold office for the remaining two years of the program.
2. There shall be at least one member from each of the DPT 1-6 classes on each of the Public Relations, Philanthropic and Social Activities Committees.
3. The class officers and liaisons must be physical therapy students currently admitted to the Physical Therapy program that also fulfill all the requirements as prescribed in the Student Organization Handbook.
4. DPT-2 through 6 class liaisons 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.

F. Challenge Coordinator(s)

1. The Challenge Coordinator(s) shall be elected by open nomination from the DPT-5 class at the beginning of the Spring semester.
2. The DPT-5 Challenge Coordinator(s) shall be responsible for planning, coordinating, and executing Marquette fundraising efforts for the Challenge in their DPT-5 year. The DPT-5 Challenge Coordinator(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.
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.
4. The Challenge Coordinator(s) will attend APTA National Student Conclave and Annual Conference.

#### G. Career Fair Coordinator(s)

1. The Career Fair Coordinator(s) shall be elected by open nomination from the DPT-5 class at the beginning of the Spring semester.
2. The Career Fair Coordinator(s) 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.

#### H. WPTA/APTA student liaison

1. A WPTA/APTA Student Liaison shall be elected from each DPT-4 class during the end of the fall semester during Council elections.
2. The DPT-4 WPTA/APTA Student Liaison shall continue to serve in the DPT-5 and DPT-6 years.
3. The three DPT- 4, 5, and 6 WPTA/APTA Student Liaisons shall share the responsibility of attending all possible WPTA and APTA functions.
4. The WPTA/APTA Student Liaison shall introduce and disseminate current updates concerning the APTA and Student Assembly to their class and to the members of the Physical Therapy Student Council.

#### I. Faculty Representative

1. At the beginning of each Spring Semester, upon the induction of the new Executive Officers, it shall be their duty to invite a Faculty member of their choice to take on the position of Faculty Representative.
2. The Faculty Representative is responsible for attending meetings and acting as a liaison between the members of the Physical Therapy Student Council and the faculty and administration.

#### J. The College of Health Sciences Representative

1. There will be an open nomination held at the beginning of the Spring Semester open to all regular and associate members of Council
2. The Representative must be a current College of Health Sciences student and is required to attend both the College of Health Sciences Student Council meetings as well as the Physical Therapy Student Council meetings.
3. The Representative will act as a liaison between the two councils.

### **Article V: Removal of Officers**

Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the Physical Therapy Student Council.

Section 2: The Executive Officers and voting members of the Council will have the power to dismiss from Council any officer not upholding their duties. The Executive President will give the officer in question a verbal warning. If the activities continue, the officer 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 meeting. This officer has the right to appeal to the Executive Officers prior to the voting. If the officer declines to participate in the appeal, the voting for removal will continue.

Section 3: The removal of an officer requires a 2/3 vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.

- Section 4: In the event that the Council chooses not to dismiss the officer in question, this member will be considered to be functioning in Council on 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 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 officer 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 Faculty Representative 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 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.

### **Article VI: Replacement of Officers**

- Section 1: 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 2: In the event that any other 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 during the same term. All voting members of Council are eligible to vote on this issue.
- 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, liaison or coordinator vacates his/her office, the involved class or classes will conduct an open nomination to fill the vacated position within three weeks.

### **Article VII: Meetings**

- Section 1: Regular Council meetings shall be held every other week while classes are in session. All council meetings are open to all regular and associate members; however, Council reserves the right to close the meeting to regular members only. The Executive officers shall meet as often as they deem necessary. Additional meetings may be called by the Executive President as necessary.
- Section 2: All members are required to attend all council meetings unless otherwise excused by one of the Executive officers, before the scheduled meeting. The Secretary 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 during the next voting term.
- Section 3: A quorum shall consist of 51% of the regular members.

Section 4: A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers and any other major decisions affecting the Physical Therapy Student Council.

Section 5: Parliamentary Authority to be followed is Robert's Rules of Order, Newly Revised.

Section 6: 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, officer, 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, coordinators and liaisons, Committee members, and faculty may make any new announcements about current activities at each meeting.

### **Article VIII: Committees**

Section 1: The officers of the Organization shall have the authority to create any committees, standing or special, that will further the purpose of the organization.

Section 2: There shall be four standing committees:

- a. A Public Relations Committee
  - i. Shall be composed of the Executive Secretary, Web Tech, and at least one Council member from the DPT-1 through 6 classes.
  - ii. Shall be Responsible for:
    1. generation of 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. The WebTech will be responsible for updating and maintaining the PT website with the MUPT program activities, events, council meetings, and Physical Therapy Student Council related documents, as well as checking the mailbox in the PT student lounge
- b. An Education Committee
  - i. Shall be composed of the Executive President, and the Presidents and VPs of the DPT-4, 5, and 6 classes;
  - ii. Will plan at least one Brown Bag Lunch, a speaker series, per month;
  - iii. Will update the calendar in the PT hallway (3rd floor Schroeder Complex) monthly with PT activities, job postings, and volunteer opportunities;
  - iv. Will plan and change the display of the bulletin board in the PT hallway monthly.
- c. A Philanthropic Committee
  - i. Shall be composed of the Executive Treasurer and at least one council member from the DPT 1-6 classes;
  - ii. Shall be responsible for ensuring that the Physical Therapy Program as a whole participates in at least three philanthropic activities per semester..
  - iii. Assign each class and E-board one philanthropic event per semester;

- iv. 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.

d. A Social Activities Committee.

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

Section 3: 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 IX: Fundraising**

Section 1: Individual Class Fundraising

- a. 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: Student Council Fundraising

- a. Fundraising for the general Council fund shall be approved as needed by a simple majority of (51%) of a quorum of Council.
- b. The Executive Treasurer shall execute all transactions for the general Council account.

### **Article X: 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.

Section 4: 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).

Section 5: 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 XI: Affiliation**

This Organization shall be affiliated with the Marquette University Physical Therapy Department and shall abide by its constitution and by-laws in all cases where there is not conflict between their constitution and by-laws and this constitution and/or the rules, regulations, or policies of Marquette University. In instances of conflict, this constitution and/or rules, regulations or policies of Marquette University shall take precedence over the constitution or by-laws of The Physical Therapy Student Council.

## **Article XII: Amendments**

Section 1: All amendments to this constitution require notice of one week prior to being discussed and voted upon.

Section 2: All amendments require a 2/3 vote of a quorum for adoption.

Section 3: Amendments become effective only after approval by both the Office of Student Development and the Student Senate of the Marquette University Student Government (MUSG).