

# Constitution of Physical Therapy Club

**Preamble:** The Physical Therapy Club aims to serve as an educational club regarding the profession of Physical Therapy. The Physical Therapy Club's purpose is to offer pre-professional development for physical therapy students.

## Article I: Membership

- a) Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status (See section I.D.3(c) on page 6 of the Code.)
- b) Limitations of Membership:
  - a. Must be a current student at Indiana University.
  - b. Must have sincere interest in physical therapy as a possible profession.
- c) Different Clauses of Membership:
  - a. Executive Officers
    - i. Must be elected by mass members in March of year prior to serve on Executive board.
  - b. Mass Members
    - i. Students are able to join at any time, but must pay dues regardless of when they join.
- d) The Physical Therapy Club does not select mass members. Members can join on their own will. Members will be revoked if dues are not paid in full and/or if they are in violation of the Code of Student Rights, Responsibilities, and Conduct.
- e) Membership is contingent on payment of dues.

## Article II: Law Abiding Club

- a) This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

## Article III: Executive Positions

- a) Title and Role of Officers
  1. President: The president of the Club will ultimately run each organizational meeting. The President will call the meetings, set the agenda, and contact Executive Officers and Mass Members regarding meeting times/dates. The president will also keep the Advisor current on organizational activities.
    - i. President and Vice President will share the responsibility of completing the required University paperwork.
  2. Vice President: The Vice President will take over all duties and responsibilities in the absence of the President. The Vice President will also assist the President with any decision making regarding the Club.
    - i. President and Vice President will share the responsibility of completing required University paperwork.

3. Secretary: The Secretary will record minutes of each meeting, both Mass Member and Executive Board meetings. The Secretary will also monitor the Club email account and respond to emails as necessary.
  4. Treasurer: The Treasurer will attend a Student Organization Accounts (SOA) training meeting. The Treasurer will oversee all financial responsibilities of the Physical Therapy Club. The Treasurer will share financial responsibility for any debts, losses or errors in accounting for income and/or expenses involved in the proper execution of the position.
- b) Requirements of Executive Officers: Those who serve as Executive Officers of The Physical Club do not need prior experience to serving on an Executive Board. Executive Officers must have a genuine interest in the profession of Physical Therapy and educating others about the profession. Executive Officers will set organization goals, both short and long term. No GPA requirement is necessary.
  - c) Executive Officers will serve for one academic year and will take office in March of the year elected. Executive Officers will turn over their positions at the meeting following the election. Past officers will serve as a guide for current officers if any assistance is needed.
  - d) Officer vacancies are filled according to the chain of command. Officers will submit a formal letter of resignation to the Club and Advisor of the Club.
  - e) Executive Officer meetings will be held prior to each mass member meeting. These meetings are called by the Advisor, President, or Vice President. The Advisor is not considered an Executive Officer. A majority rule will determine decisions to be made.
  - f) Officers are selected by nominations and voting by secret ballot. Office vacancies will be filled according to the chain of command.
  - g) A majority vote from the Executive Board is required for removal of a person from office.

#### **Article IV: Advisor**

The Advisor for the Physical Therapy Club is Amanda Posto. The responsibilities and duties of the Advisor include providing guidance in all matters regarding the Physical Therapy Club, calling both mass member and Executive Board meetings when necessary, and overseeing all aspects of the Physical Therapy Club.

#### **Article V: Meetings**

- a) Regular meetings will be held monthly and will be advertised through emails sent by Health Professions and Pre-Law Information Center (HPPLC) and other undergraduate Advisors. The President, vice-President, and Advisor have the right to call meetings.
- b) The President sets the agenda for the meetings. Rules of order are open for discussion during the meetings. However, meeting structure is not mandatory for all meetings.
- c) Emergency or special meetings are called via emails by the authority of the President and/or the advisor. Members are notified of these meetings through email.
- d) Attendance for the meetings is recorded by having all members in attendance sign the sign-in sheet.

#### **Article VI: Elections**

- a) Elections will be held annually in March or April at which time the new officers will take office, under the guidance of the previous officers
- b) People are nominated to run for office by nomination by self or others.
- c) Voting is by secret ballot. Fifty percent plus one of all members must be present and voting in order to elect a candidate.
- d) Members will be notified about upcoming elections during a meeting and via email one month prior to elections.

#### **Article VII: Anti-Hazing Policy**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### **Article VIII: Dues and Budget**

- a) Dues are charged for membership, the executive board decided the appropriate amount for membership dues.
- b) Dues will be collected once per semester. If the dues are not paid by the deadline, members will be given until the next meeting to pay the dues. If the dues are still not paid, their membership will be revoked.
- c) The Treasurer will be solely responsible for collecting all dues.
- d) The Treasurer will be responsible for creating and maintaining the budget. The budget will be revised once a semester.

#### **Article IX: Finances**

- a) The treasurer is in charge of financial affairs.
- b) The organization will be maintaining a Student Organization Account.
- c) The Physical Therapy Club will be in accordance with the Student Organization Accounts office policies and procedures regarding all finances.
- d) If the Physical Therapy Club dissolves, the remaining money will be returned to the Student Activities Office.

#### **Article X: Personal Gain Clause**

- a) Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- b) Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- c) Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

**Article XI: Amendments**

- a) Eligible voting members will be notified of proposed amendments through email and announcements at meetings.
- b) A vote of  $2/3$  of the present members will be required to ratify an amendment.

**Article XII: Ratification**

If more than a majority of those present is desired to ratify this constitution, then this article must be included.