

**Constitution and Bylaws of the Physical Therapy Club at Wheeling Jesuit University**  
as amended 10/22/2007

**Article I - Name of Organization**

Sec. 1 Name

The name of this organization is the Physical Therapy (PT) Club at Wheeling Jesuit University (WJU).

**Article II - Purpose and Objectives**

Sec. 1 The purpose of the PT Club is to provide a means by which student members, having a common interest, may meet, confirm, and promote the interests of its membership. The organization will provide an opportunity for students who are enrolled in the Doctorate of Physical Therapy Program at WJU to share ideas and to strengthen the interaction within the Wheeling Jesuit University Community.

Sec. 2 Objectives

- 2.1 To increase student involvement in physical therapy related activities and events.
- 2.2 To foster communication and encourage social interaction between DPT students, other WJU undergraduate students interested in a career in physical therapy, faculty, the university community, the community in general, and the professional health care community.
- 2.3 To raise funds for the purpose of providing for student activities and charitable donations.
- 2.4 To promote the role of students in the physical therapy profession, to identify and respond to issues concerning physical therapy students, and to promote opportunities for students to learn about current issues affecting the field of physical therapy.
- 2.5 To provide an exchange of information regarding student issues and concerns confronting the field of physical therapy with other physical therapy programs.
- 2.6 To increase the awareness of student needs and provide an avenue of communication to promote policies pertaining to students within the APTA.

**Article III - Membership**

Sec. 1 Any Member of the DPT Program at WJU is welcome to become a member of this organization. All members must pay dues and must follow all WJU rules and ordinances. Additionally members must adhere to the organization constitution and bylaws. Satisfaction of these requirements will allow membership in the organization. On-going completion of the requirements is necessary for continued membership in the organization.

- 1.1 All members of the PT Club shall have the right to attend all meetings, speak, debate, pay dues, make and second motions, vote, and except as otherwise provided in these bylaws, hold office.

- 1.2 Any former member, who meets the qualification for membership, may be reinstated into the organization by payment of the required dues.

**Sec. 2 Guests**

- 2.1 Non-members may attend specific functions by invitation of the membership and paying the price per person of the function.

**Article IV - Dues**

**Sec. 1 Any student eligible for membership in the PT Club must pay dues to satisfy the requirements for membership in the organization as defined in Article III.**

- 1.1 Dues will be paid annually upon joining the club, and each year thereafter.
- 1.2 Dues for DPT students shall be determined by membership vote.
- 1.3 It is each member's responsibility to pay their dues to the treasurer upon joining the organization and on September 30<sup>th</sup> of each subsequent year. Failure to do so will result in withdrawal of membership and all its privileges for that individual.

**Article V - Voting**

**Sec. 1 Voting Procedures**

- 1.1 Fifty percent of the membership must be in attendance to constitute a quorum.
- 1.2 Any motion brought to the floor must be seconded by another member.
- 1.3 Agreement of 2/3 of the members present is required to carry the motion.
- 1.4 DPT members shall each have 1 full vote.

**Article VI - Duties and Responsibilities**

**Sec. 1 The PT Club will have four elected officers who will sit on the executive board. These positions will be President, Vice-President, Secretary, and Treasurer.**

- 1.1 Election of officers will be conducted annually during the fall semester.
- 1.2 Nominations from the floor will be accepted.

**Sec. 2 Qualifications of Officers**

- 2.1 Only student members enrolled in the DPT Program and who will be a member throughout the term of office may be elected.
- 2.2 Elected officers will assume "elect" status beginning in January after the fall elections
- 2.3 Elected officers will formally assume their duties in May, following completion of term III
- 2.2 All officers must consent to serve.

**Sec. 3 DPT class Members of the Executive Board**

Each DPT class shall elect a member as a representative to the executive board.

- 3.1 DPT class representatives will be elected in a manner agreed upon by the

individual group during the time period in which officers are elected as defined in Article V, Sec. 1.1.

- 3.2 DPT class representatives shall be responsible for representing their groups' interests to the executive board. They shall also keep a historic record of the group.

#### Sec. 4 Terms and Vacancies

- 4.1 Members of the executive board shall assume office in January as "elect" status and will formally assume their duties in May, following completion of term III.
- 4.2 The term of office of each board member shall be one year.
- 4.3 In the event that a position on the executive board becomes vacant, the position shall be filled by election at the first meeting following the vacancy.

#### Sec. 5 Duties of Officers

- 5.1 President - The president shall be responsible for preparing agendas and executive board meetings. The president may attend all PT Club meetings as a voting member. The president is responsible for the club's annual report to the university at large, and as such other times as may be requested by the university or membership.
- 5.2 Vice President - The vice president shall assume the duties of the president at the request of the president or in the absence or incapacitation of the president.
- 5.3 Secretary - The secretary shall oversee the election process and be responsible for keeping the minutes of all meetings. The secretary shall notify all PT Club members of the date, time, and place of meetings. The secretary shall maintain the PT Club membership records and is responsible for maintaining the archives of all official records, documents and correspondence, and making minutes and bylaws available to the membership or if necessary the society.
- 5.4 Treasurer - The treasurer shall have charge of all funds which will be paid out upon the order of the executive board; for collecting and recording payment of all member dues; for proposing and developing the executive boards annual budget; for the annual audits of accounts; for reporting on the financial status to the executive board as requested, and to the membership as needed.

#### Sec. 6 Additional Duties

The executive board shall in addition to duties otherwise imposed by these bylaws and PT Club policies:

- 6.1 Carry out the mandates and policies of the PT Club as determined by the membership.
- 6.2 Direct all business and financial affairs for and on behalf of the PT Club.
- 6.3 Foster the growth and development of the PT Club.
- 6.4 Direct and determine the priority of all activities and expenditures in fulfillment of the PT Club's purpose and objectives.
- 6.5 Be responsible for creation, appointment, purposes and activities of special committees as necessary.
- 6.6 Review and revise PT Club policies for consistency of intent and language with such new policies as may be adopted.

**Sec. 7 Meetings**

- 7.1 The PT Club will hold weekly meetings of the PT Club membership for the conduct of business.
- 7.2 Prior to ending each club meeting the members will decide when the next weekly meeting will be held.
- 7.3 The members at the weekly meeting of the PT Club shall have the power to adopt and amend the PT Club bylaws, to adopt policies, and to issue mandates to the executive board.

**Sec. 8 Order of Business**

Conventional parliamentary procedure will be followed as far as practical.

**Article VII - Relationship With Other Organizations****Sec. 1 University Recognition**

To ensure WJU recognition, the secretary will submit to the student activities center a list of current members, officers, and advisors and an updated constitution yearly. The secretary will report immediately to the student activities center any changes in officers, advisors, and constitution throughout the year.

**Article VIII - Amendments****Sec. 1 Approval**

These bylaws and subsequent amendments or revisions shall not be valid until approved by majority vote of the membership.

**Sec. 2 Subsequent Amendment**

This constitution may be amended by agreement of 2/3 of the members present provided the following conditions are met:

- 2.1 A quorum must be present.
- 2.2 A copy of the proposed amendment must have been provided to each member prior to the voting.

**Article IX - Dissolution**

**Sec. 1** The PT Club may petition to dissolve on an affirmative 2/3 vote of those present and eligible to vote as long as the motion to dissolve was made at least 30 days prior to the vote.