

BY-LAWS OF THE PHYSICAL THERAPY STUDENT ASSOCIATION (PTSA) OF PACIFIC UNIVERSITY, PHYSICAL THERAPY PROGRAM

ARTICLE I. NAME

This organization shall be known by the name Physical Therapy Student Association (PTSA), and shall be the affiliation of Pacific University Physical Therapy Program (PUSPT).

ARTICLE II. OBJECTIVES

The objectives of the PTSA shall be:

- A. To unite and affiliate into one organization all Pacific University physical therapy students for the establishment of a stable form of student self-government.
- B. To serve as a liaison between students and faculty of Pacific University, physical therapy alumni, administration, Professional Student Senate (PSS), The Collective for Diversity and Social Justice, and the general public.
- C. To voice concerns of physical therapy students and faithfully pursue the resolution of those concerns.
- D. To attain high ethical standards and promote a positive attitude towards the profession of physical therapy and Pacific University.
- E. To promote physical therapy knowledge for the benefit of the students, the academic community, and the public.

ARTICLE III. CLASS OFFICERS

Section 1.

Each class shall be responsible for electing the following class officers:

- A. President
- B. Vice President
- C. Treasurer
- D. Social Coordinators(2-4)
- E. Historian
- F. Community Service Coordinators (2)
- G. Additional officers may be elected as deemed necessary by the individual class.

ARTICLE IV. DUTIES OF CLASS OFFICERS

Section 1. Duties of Class Officers

A. President:

The Class President shall have those powers usually vested upon the office of president. They shall be the spokesperson of the class, preside at all class officer meetings, and attend all PTSA meetings. Additionally, the President shall oversee the other class officers, be responsible for any other duties authorized by a majority vote of the class, bring class concerns or comments to the Director of the School of Physical Therapy and Athletic Training. The President shall be responsible for orienting the new President to the PTSA files upon their retirement from office. The Class President shall be the contact/rep once the class has graduated.

B. Vice President:

Supports President and all class officer positions as needed. Shall assume the powers and duties of the Class President in their absence or vacancy of this office by attending all class officer meetings and presiding over this group when the class President cannot be present. The Vice President will assume the office of President until re-election. The Vice President shall be responsible for orienting the new Vice President to the PTSA files upon retirement of office.

C. Treasurer:

The Class Treasurer shall be responsible for all financial transactions of the class and perform all other duties customarily assigned to the Treasurer. The Class Treasurer shall keep accurate accounts of all monies taken in and paid out by the class (in accordance with Pacific University policies). In accordance with Pacific University policies and assisted by the Program's Budget Manager, all PTSA monies must be transferred into and paid out of the corresponding PTSA class account. At no time shall PTSA monies be deposited into the personal account of any student including a class Treasurer. The Treasurer shall be responsible for orienting the new Treasurer to the PTSA files upon their retirement from office.

D. Social Coordinators:

The class Social Coordinators shall organize class social functions including but not limited to: recognizing class birthdays, fundraising events, and other social functions including Holiday Party (2nd year class Officers) and graduation dinner (3rd Year class Officers). Social functions shall be coordinated with the class Treasurer (as necessary for financial need) and with the PTSA. Social Coordinators shall also be responsible for updating the calendar on the PT floor with social events throughout the school (emailed by the Manager of Budget and Administrative Services). A second year social coordinator shall be responsible for this in the fall, while a first year social

coordinator will take over this responsibility in the Spring once second year class officers have left for clinical rotation. Events shall be updated within 48 hours of an email sent by the Manager of Budget and Administration Services.

The Social Coordinators may identify another class member if they are unable to remain as the class representative and contact. The Social Coordinators shall be responsible for orienting the new Social Coordinators to the PTSA files upon retirement of office.

E. Historian:

The Historian shall be responsible for documenting important events during the school year including but not limited to: social events, class photos, and volunteer events they participate in. The historian shall also be responsible for completing meeting minutes and uploading all minutes to the respective Google Drive folder within one week of each meeting.

F. Community Service and Outreach Coordinator(s):

Helps to establish partnerships with organizations who serve our community and organize opportunities for students, faculty, and staff. The coordinator functions as a liaison between outside organizations and our program(s). Additional responsibilities include: 1) keeping the service and advocacy calendar up to date with monthly opportunities 2) coordinating with Community Service and Outreach Coordinators from other classes, 3) coordinating 1-2 program wide volunteer opportunities per semester with a designated faculty member 4) managing the budget allotted to community service coordinators with a designated faculty member as deemed appropriate (reimbursement, enticement, donation, etc.) to promote involvement.

ARTICLE V. ELECTION PROCEDURES FOR CLASS OFFICERS

Section 1. Second and Third Year Class Elections

Within the last fifteen days of April, an independent faculty (or director) election advisor is responsible for overseeing the election of the class officers described in Article IV, Section 1 of these by-laws. The election committee shall oversee the nomination and election process. The nomination and election process will follow the guidelines in Article VI, Section 3 and 4 of these by-laws.

Section 2. First Year Class Elections

The second year class officers will be responsible for the following:

- A. Informing the First-year class of the officers to be elected and their duties as described in Article IV and V of these by-laws.

- B. Elections will be conducted no later than October 31st for that academic year following procedures described in Article VI, Sections 3 and 4 of these by-laws.

Section 3. Nominations

Officer nominations will be accepted by the election committee (see Article VI, Section 1 & 2) for a period of two days prior to the election. Valid nominations must be filled out on the provided nomination slips (See Appendix B) and include the signature of the accepting nominee. (Note: No class member can accept a nomination with a signature on the nomination slip for more than one class Officer position. If this is seen on the nomination slip(s) the student will not be placed on the ballot for any officer position – the nomination will come from the floor). On the day of elections, a ballot listing the nominees for each class office will be distributed to the respective class members by the Director of the Physical Therapy Program or designated faculty member. At this time the election committee will request nominations from the floor. Any floor nominations will be honored and considered as if they were on the printed ballot[CC1] .

Section 4. Elections

The officers shall be elected by closed ballot by a simple majority with a quorum of class members present. The Director of the Physical Therapy Program or designated faculty member will distribute and collect the ballots and count the votes. The nominee receiving the greatest number of votes will be elected to the office. In the event of a tie, a runoff election of these candidates will be held using the same guidelines, within 48 business hours. The results will be announced by the end of the 48 hour window.

Section 5. Terms of Office

Second and Third year class officers shall be elected for the term of one year and shall commence after elections held in April of that year. First year class officers will assume their duties immediately upon election and will remain in office until second year elections. The retiring officer and the newly elected officer for each elected position are required to attend the transition meeting, which will provide details about officer duties and expectations.

ARTICLE VI. RESIGNATION AND REMOVALS OF CLASS OFFICERS

Section 1. Resignation Procedure

A class officer may resign from office provided they submit a written resignation to the Class President. In the event of the Class President resigning, a resignation must be

submitted to the Vice President. The Class President shall announce the resignation at the following class meeting. In the event of a presidential resignation, the Vice President will assume the office of President until re-nomination and election. Other positions vacated will have a subsequent appointment. Replacement officers will be voted by the class at the earliest convenience (as stated under Article VI, Sections 3 and 4 of these by-laws). These officers will serve the remainder of the term.

Section 2. Removal Procedure

Students may bring removal requests to class officers. If $\frac{2}{3}$ of class officers agree a particular officer is no longer fit to uphold their duties, they may present this concern to the Director. The Director will then facilitate a vote within 48 business hours to decide if said class officer will be removed. Upon their removal the Director will accept nominations for the new position and a vote will be held within another 48 hours.

ARTICLE VII. PTSA STUDENT MEMBERSHIP

Section 1. Membership

PTSA Membership shall consist of all students who are currently enrolled in Pacific University Physical Therapy Program.

Section 2. Voting Privileges

The right to vote in all general PTSA meetings and elections is granted exclusively to members (Article X, Section 1).

Section 3. Discipline

All PTSA members shall uphold the Pacific University Student Code of Conduct, Professional & Academic Standards of the Physical Therapy Program, and the American Physical Therapy Association - Code of Ethics for Physical Therapists. Questions or disputes concerning the conduct of any officer shall be referred by the PTSA to the Student Judicial Council of Pacific University and the Director of the Physical Therapy Program.

ARTICLE VIII. MEETINGS

Section 1. PTSA General Meetings

General meetings shall be held at least twice each semester. The first fall meeting for second year students shall be held within the first two weeks of classes. The first fall meeting for first year students shall be held within one week after the first election. The first fall meeting for third year class officers shall be held within one month of return from third clinical. Meetings shall be held within one week after all subsequent elections.

Section 2. Order of Business

All meetings shall be conducted according to the following format:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Report of the Treasurer
- E. Officer Reports
- F. Committee Reports
- G. Communications
- H. Old Business
- I. New Business
- J. Adjournment

ARTICLE IX. AMENDMENTS

The constitution and bylaws of the PTSA may be amended by a majority quorum vote cast by its members. Proposed amendments may be submitted in writing to the PTSA and should be supported by rationales. A minimum of 30 days shall be allowed between the submission of the proposed amendments and the voting. The proposal shall be posted for a minimum of ten days prior to voting. Ballots shall be distributed to all PTSA members (Article X, Section 1). For ballot to be valid, the voter's test identification number must be placed at the top of the ballot. A minimum of one day is allowed for ballots to be cast and placed in a ballot box. Absentee ballots may be turned into any of the PTSA Members.

ARTICLE X. QUORUM

Section 1. PTSA Meetings

An PTSA quorum shall be declared by the President when a majority of members are present.

Section 2. Class Meetings

A minimum of twenty class members shall constitute a quorum for doing class business at a duly announced general class meeting.

ARTICLE XI. FINANCES

Section 1. Funding

Activities shall be financed by the following source: PTSA Funding: 60% of the Pacific University Student Activity Fee paid by PT students is disbursed through the Pacific

business office. This designated percentage and amount of fee is subject to change. Additional fundraising activities may be authorized by the PTSA.

Section 2. Allocation of Funds

Funds will be distributed according to the number of students enrolled in each class. This amount will be in accordance with the Physical Therapy Program Account regulations. See Article XI, Section 4 of these By-laws for further fund disbursements. The Treasurer of each class will keep a record of transactions; see Article IV, Section 1, Part C.

Section 3. PTSA Funded Organizations and Events

- A. An estimated budget will be submitted to the Treasurer prior to the beginning of the academic year from each class and PTSA funded event, before any PTSA funds are budgeted for that class or event. The monies distributed will be in the form of a reimbursement check from PTSA.
- B. Prior to receiving reimbursement, groups must provide PTSA with an itemized list of expenditures using the University Expense Reimbursement Form. Each Treasurer is responsible for submitting original receipts. Original receipts must accompany the form in order to receive reimbursement. See Appendix A.
- C. Reimbursement checks can be requested in advance and require approval from the Treasurer, the President, and the Program's Manager of Budget. Itemized receipts must be turned into the Treasurer and any monies received but not spent must be returned to the respective PTSA general fund within two weeks following receipt of the check.

Section 4. Mandated Allocations

- A. Holiday Party
The First and Third year DPT classes will make a donation of \$500 to the Holiday party, and the second year class will pay for the remainder of costs associated with putting on the annual Holiday Party.
- B. Student Conclave Fund
Annually the PTSA will send a representative from the 2nd year class to the National Student Conclave and with this fund the student will be reimbursed after attending the Conclave and submitting receipts of expenses. This fund will annually fund up to \$500 for airfare or room and board. All additional funds will be paid for by the student at their expense. The student attending will be required to present the events attended during a one-hour talk during that academic year. The representative will be selected by the 2nd year class

via a random name drawing of those interested and able to attend the conclave. Two alternatives will also be assigned.

C. Student Scholarship Fund

All remaining funds from each Third year class will be allocated to the Student Scholarship Fund. This fund will be used to support students in dire need of assistance. The amount will vary depending on the individual situation and the current status of the account. This fund will be used sparingly to insure that money will be available for emergency student needs (i.e., fire victim, death, financial hardship). Allocation of this fund will be monitored by the Physical Therapy Program Director and dispersed at their discretion. Any questions will be directed towards the PTSA.

D. Graduation Party

The Third year class will pay for all costs associated with the annual graduation party.

Section 5. Mandated Allocations - Unused Funds

- A. Any mandated funds not used for allocation shall be returned to the appropriate PTSA or class fund at the end of the academic year.
- B. The remaining funds in the First and Second year class accounts at the end of the academic year will roll over to the same classes fund for the following year. The amount used will be determined according to each years fund, with the intention that the money will be used towards the schooling costs of a financially in need student, see Article XIV, Section 4, Part D.
- C. Remainder of funds in the Third year class account should have a tentative plan for use by the end of their Second year. Finalized plans for unused funds should be in place by May of third year. Third year class officers will choose to use remaining funds as they see fit, with consideration to donating to charity, scholarship fund, sponsoring student conclave or APTA memberships. If no choice is made, the funds will be deposited into one of the Student Scholarship Funds associated with the Physical Therapy Program.

ARTICLE XI. FINANCIAL AUDITS OF COMMITTEES AND CLASSES

The financial records of all committees and classes may be audited by the PTSA Treasurer. The PTSA Treasurer shall give at least one week notice of such an audit.

ARTICLE XII. FISCAL YEAR

The fiscal year of PTSA shall coincide with that of the fiscal year of Pacific University, beginning July 1 of a given year and ending June 30 of the following year.

ARTICLE XIII. REVIEW BYLAWS

The Bylaws will be reviewed by the PTSA on a bi-annual basis by the second year class officers. The first review will take place within the first month of school (after all students have returned from summer). The second review will take place within the last month of school. Further reviews can take place as needed. Changes to the Bylaws will require a simple majority vote when the quorum was met as described in (Article XI).

APPENDIX A

Expense
Disbursement Form

PACIFIC UNIVERSITY
CAMPUS CHECK
REQUEST

1099 – TAX ID/SSN: _____

VOUCHER # _____

CHECK PAYABLE TO: _____

DATE: _____

ADDRESS: _____

DATE REQUIRED:

YOUR REF

ATTACHMENTS TO MAIL

INVOICE #:

MAIL TO ADDRESS _____

DESCRIPTION:

HOLD FOR PICK UP _____

_____ HOLD NAME

DISTRIBUTION ON FUNDS

DATATEL DEPT

ACCOUNT NUMBER

AMOUNT

COMMENTS (optional)

(use format x-xxx-xxxxx- xxxx)

TOTAL

BUDGET AUTHORITY SIGNATURE:

EXT

PRINTED NAME:

FOR BUSINESS OFFICE USE

APPENDIX B

Class Officer Nomination Slip

Year of class (circle one) 1st 2nd 3rd

Class Office nominated for (circle one)

President | Vice President | Treasurer | Social Chair |
 Historian | Community Service/Outreach Coordinator |
 Professional Student Senate Representative

Nominee Printed Name _____

Nominee Signature of acceptance _____

Class Officer Ballot

Class Officer Ballot	
Position	Nominee(s)
President	
Vice President	
Treasurer	
Historian	
Social Chair (choose 2-4)	
Community Service/Outreach Coordinator (choose 2)	
Professional Student Senate Representative	

APPENDIX C

BYLAWS OF THE PHYSICAL THERAPY PROGRAM STUDENT-LED GROUP: THE COLLECTIVE *for Diversity and Social Justice* (Last Updated May 2019)

ARTICLE I. Name

Section 1. Name

The name of the organization established by these bylaws shall be The Collective for Diversity and Social Justice, herein referred to as The Collective.

ARTICLE II. Purpose

Section 1. Purpose

The purpose of this organization is to provide a safe space as outlined by Safe Space Guidelines (Appendix A) for group discussions, advice, support, and sharing around issues of diversity and minority populations. The purpose is also to include volunteerism and community involvement in issues surrounding diversity and minority populations as it relates to Physical Therapy. Furthermore, this group shall provide a platform for students to express any concerns or ideas they may have regarding diversity and inclusion efforts within the Doctor of Physical Therapy program to the Director.

Section 2. Mission Statement:

We, The Collective, stand with the mission of the Interprofessional Graduate Student Diversity Coalition:

Our mission is to equip future [PTs] to serve culturally diverse communities, and provide a safe, inclusive, and supportive environment for marginalized students. We shall achieve this by promoting continuous critical self-reflection; advocating for the increase of culturally relevant education and training [within the PT program]; and building bridges between students, faculty/administration, and the larger community.

Section 3. Vision Statement:

The Collective will intentionally facilitate equity by advocating for inclusion, awareness, diversity, and social justice for marginalized individuals existing within the Pacific PT program, the PT profession, and the general community.

ARTICLE III. Membership

Section 1. Membership

Any current student or alumni of the Pacific University Physical Therapy Program. Additionally, membership will be open to current faculty and staff members of the Physical Therapy Program.

Below are the rights, responsibilities, and privileges of membership.

1. Members have the right to attend any and all general membership meetings. (Note, some meetings will solely include members that are current students of the Physical Therapy Program. Meeting notifications will be sent out to general membership or student membership accordingly.)
2. Members have the right to seek outside organizations for potential engagement and event coordination
3. Members have the right to attend all Collective functions.
4. Members have a responsibility to uphold the Safe Space Guidelines at all meetings.
5. Members have the right to be a member and attend meetings in confidentiality, in that their name/identity is not known to others outside of The Collective.
6. Members have the right to call the need for meetings outside of those scheduled and to facilitate group discussions/events as needed.
7. Members have the right to speak up at any point if they feel unsafe.

Section 2. Communication

All communications will follow the rules of confidentiality, either by written email to group email address, any social media posting to a private group page, and/or verbal communication to members.

ARTICLE IV. Organization Leaders

Section 1. Advisor

- The advisor shall be a volunteer core faculty or current adjunct faculty member approved by the Director of the Physical Therapy Program.
- The advisor shall provide guidance in developing team processes, goals, and community engagement.
- Participation: the advisor shall attend at least 1 meeting per semester and will serve as an advocate for The Collective to the Physical Therapy Program.
- The advisor shall assist with The Collective's website presence in order to provide a resource for prospective and current students.
- The advisor shall be responsible for holding an election by April 15th to establish new leadership roles annually.
- The advisor shall be responsible for communicating with the Physical Therapy Program Director regarding guidance on any actions or decisions to be taken by The Collective for which procedures do not yet exist in the bylaws.

Section 2. Leaders

The leaders of The Collective shall be:

- President:
 - Shall guide and conduct the activities of The Collective.
 - Shall approve all committee coordinators.
 - Shall have the power to replace any committee coordinator who fails to perform duties.
 - Shall have general powers of facilitating organizational goal outcomes and active management and delegation of tasks, as needed.
 - Shall coordinate and oversee the publication of the The Collective's end of the year report.
 - Shall set the times and coordinate the environment of all The Collective's meetings.
 - Shall coordinate schedule with The Collective Vice President.
 - Shall meet with The Collective's faculty advisor once per semester, or as necessary, to discuss matters pertaining to The Collective.
 - Shall organize, coordinate, and facilitate monthly meetings in collaboration with the Vice President.
 - Create agendas for meetings with input from The Collective's group members and advisors.
 - Shall receive communications from Pacific administration and distribute to group members.
 - Shall update and manage The Collective communications and assign tasks as needed to other leaders of The Collective.
- Vice President:
 - Shall actively assist the President in the discharge of all duties and discharge the duties of the President in the President's temporary absence.
 - Shall be responsible for coordinating all changes to an annual review of the bylaws in conjunction with the Secretary.
 - Shall organize, coordinate, and facilitate monthly meetings.
 - Create agendas for meetings with input from The Collective's group members and advisors.
 - Shall meet with The Collective's faculty advisor once per semester, or as necessary, to discuss matters pertaining to The Collective.
 - Coordinate fundraising opportunities throughout the year.
 - Shall coordinate schedule with The Collective's President.
- Social Media Coordinator:
 - Shall create and monitor all social media pages (e.g., Facebook, Twitter, Snapchat, Instagram).

- Shall collaborate with the Service and Outreach Coordinators for flyers and event communication.
- Shall gain approval from the Executive Dean's office for flyer distribution.
- Shall report to The Collective about current projects.
- Shall be responsible for creating and maintaining the The Collective's logo.
- Shall be responsible for creating a website for The Collective (e.g., blogspot and weebly).
- Shall be responsible for taking photos at events and uploading photos onto the website and/or social media platforms.
- Shall draft news stories for the Physical Therapy Program website with the assistance of the Program Director.
- Shall be responsible for creating a sub-committee for assisting in managing marketing materials.
 - Sub-committee is responsible for:
 - Creating materials for all events
 - Monitoring official website
 - Flyer distribution
- Event Coordinator:
 - Shall be in charge of creating and coordinating a committee for events
 - Shall be in charge of scheduling guest speakers/organizations for events.
 - Shall be in charge of coordinating event food/catering.
 - Shall communicate with the Treasurer regarding purchases/fundraising.
 - Shall be in charge of reserving a space and equipment for an event.
 - Shall be in charge of set-up, seating, arrangement, and break-down of event space.
 - Shall coordinate with marketing/communications to create flyers and disseminate information; ensure that there is an RSVP.
 - Coordinate with event speaker(s).
 - Shall coordinate the event schedule to facilitate discussion after a film or event (if applicable).
 - Shall report to The Collective about current projects.
 - Shall communicate with The Collective about service opportunities.
 - Shall communicate potential service opportunities with current Service and Outreach Coordinators to ensure minimal overlap.
 - Seek out volunteer opportunities that are relevant to physical therapy and in alignment with our mission, vision, and values.
 - Track and document volunteer participants and hours.

- Shall assign volunteers to activities and assess the performance of volunteers within The Collective.
- Treasurer:
 - Shall be in charge of all monies from the Physical Therapy program.
 - Shall assume temporary responsibilities and duties of the President in the event the President resigns or is voted out of office, until a new President is voted in.
 - Shall keep an itemized record (Excel spreadsheet) of all receipts and expenditures and shall report these matters at each executive board meeting.
 - Shall present the total balance of The Collective's funds at each executive board meeting.
 - Shall coordinate the annual review of the The Collective's funds and budget.
 - Shall submit the proposed budget to the leadership team for approval at the first executive board meeting of that academic year.
 - Shall coordinate fundraising opportunities in collaboration with the Event Coordinator.
- Secretary:
 - Shall maintain a current roster and email listserv of members and officers of The Collective.
 - Shall be responsible for recording and distributing the minutes of the executive board and membership meetings.
 - Shall post, mail, and/or phone notices and agenda of executive board and membership meetings.
 - Shall be responsible for recording the number of The Collective members present at each meeting.
 - Shall work with the President to enact all voting procedures during meetings.
 - Shall assist with election proceedings as necessary and relevant.
 - Shall work with the Vice President in annual bylaw review and changes.
 - Shall maintain digital and/or physical copies of The Collective's documents, including but not limited to bylaws, meeting minutes, handouts, etc.
- Physical Therapy Alumnus Advisor:
 - Shall meet with The Collective leaders a minimum of once per semester in person or electronically and be available for consult with agreed-upon meeting times.
 - Shall have electronic access to all organizational and group documents.

- Shall be available to assist with events hosted by The Collective as needed.
- Shall provide relevant resources for growth and maintenance of the group as able, and serve as a connection to the larger PT community.
- Shall provide guidance and advice to leaders as requested (i.e., organizational documents, facilitation plans and group dynamics).
- Shall review and facilitate reflection on The Collective's group and leader goals with the leadership team at least twice per year.
- Shall be responsible for informing and updating the new Alumnus Advisor about The Collective and duties in the event of their resignation or removal.

Section 3. Additional Duties and Responsibilities to be adopted by all the leaders

- Planning and facilitating all official group meetings
- Coordination with organizations for community involvement and event planning
- Maintaining communication with The Director of the Physical Therapy Program and organization advisor
- Reaching out to community members for guest speakers requests, etc.
- Ensuring communication between all group members
- Setting up a social media platform and managing updates
- Holding all members accountable to the rights, responsibilities and privileges of membership.
- Delegating tasks not specifically outlined in these bylaws
- Utilizing anonymous means to consistently solicit feedback from members in a way that feels safe and responsive
- Solicit feedback about the bylaws from members, including leaders, and review the bylaws annually by (specify a date).

Section 4. Election of Leaders

Leaders of The Collective will be appointed annually by election. Elections will be held to fill roles being vacated by individuals who are graduating or will otherwise no longer be DPT students, and therefore are unable to maintain their duties and responsibilities:

- Annual elections shall be organized and facilitated by The Collective's faculty advisor.
- Position candidates must confirm their intention to serve prior to elections or be removed from the ballot.
- All current members will vote anonymously for candidates to fill the open positions.

- Current leaders will hand off their duties and responsibilities as needed, assisting in the transition of roles.
- The positions will be filled in the order of President, Vice President, Treasurer, Event Coordinator, Social Media Coordinator, and Secretary.

Section 5. Resignation and Removal of Leaders

Resignation Procedure

Any group leader, alumnus advisor, and faculty advisor may resign from office provided they submit a written resignation to the President of The Collective. In the event that the President of The Collective resigns, the Treasurer shall be responsible for fulfilling the President's duties until an election can be held. The President shall announce their resignation at the nearest Collective meeting in addition to submitting written notice to the leadership team, faculty advisor, alumni advisor, and director of the Physical Therapy program. Any other offices vacated will have a subsequent interim appointment facilitated by The Collective's faculty advisor. Replacement leaders will be voted by members of The Collective at the earliest convenience. Newly elected leaders will serve the remainder of the term of office started by the resigning leader.

Section 2. Removal Procedure

The removal procedure must be overseen by two members of the leadership team and the faculty advisor. In the event of the removal of the faculty advisor, removal procedure shall only be overseen by two members of the leadership team.

ARTICLE V. Meetings

Section 1. Notification

- Written notification and agenda for all meetings will be established and members will be notified at least 48 hours in advance.
- Meetings will be open to all members and any students in the Doctor of Physical Therapy program unless otherwise stated.

Section 2. Member Meetings

- Minutes will be taken at meetings involving any event or organization planning and made available to all group members.
- Meetings shall be held at a location agreed upon by The Collective leaders and accessible to all members.
- Meetings shall be held 3 times a semester during the school year with additional meetings or cancellations as needed.

- Meetings shall be facilitated by group leaders. However, there will be opportunities for members to propose agenda items and participate in leading discussions and activities.
- Attendance at meetings will be kept confidential.

Section 3. Executive Board Meetings

- Executive Board meetings will occur once at the beginning of each academic year for the purpose of planning The Collective's agenda for the year.
- Executive Board Meetings will occur once at the end of each academic year for the purpose of planning self-assessment of goals, self-reflection, and review of the bylaws.
- Executive Board meetings may be held at any time throughout the year to address a stated need or issue that is proposed by a member of the executive board, faculty advisor, or alumni advisor.

Section 3. Quorum Guidelines

For the purpose of holding a general meeting of The Collective, the required quorum is 3; one member of the executive committee and two additional persons, either general or executive members of The Collective. For the purpose of passing motions, such as to take on an event or collaboration, the required quorum is 5; numbering half of the total executive committee, plus one. For the purpose of voting in new elected leaders or removing leaders, the required quorum is 5; numbering half of the total executive committee, plus one. For the purpose of modifying bylaws, mission, or vision, the required quorum is 5; numbering half of the total executive committee, plus one.

ARTICLE VI. Finances

Section 1. Fundraising and funds provided by the school:

- The Treasurer shall oversee and properly record spending of approved funds.
- This Treasurer shall keep accurate accounts of all other monies taken in and paid out by The Collective.
- Funds shall be dispersed to support group meetings and volunteer events.
- Funding shall be approved by the Director of the Physical Therapy Program prior to any planned event.
- The Director of the Physical Therapy program will be contacted to request financial support to fund group meeting supplies (e.g., snacks, dinner, coffee, etc.).
- In accordance with Pacific University policies and assisted by the Program's Budget Manager, all Collective monies must be transferred into and paid out of

The Collective account. At no time shall Collective monies be deposited into the personal account of any student including the Treasurer.

ARTICLE VII. Discipline and Expulsion of Members

Section 1. Discipline and Expulsion

- Members will not be excluded based on ethnicity, gender, political views, socio-economic status, age, sexual orientation, or any other personal identity.
- A member of The Collective may be removed in the event of:
 - Violation of the Safe Space Guidelines

ARTICLE VIII. Amendments to Bylaws and Policies

Section 1. Amendments

- Any member may request an amendment to the bylaws by submitting a proposal in writing to the leaders. A proposal should also be supported by rationales.
- All proposed amendments shall be discussed and agreed upon by a majority vote among the group leaders under the advisement of faculty advisor and Director of the Physical Therapy Program. Once approved, amendments shall be added to this official Bylaws document by the group leaders, within one month of approval.
- Bylaws shall be reviewed and updated annually by the executive board.

Appendices for The Collective

Appendix A: Safe Space Guidelines

1. Equalize the Space

- Confidentiality - share experiences and lessons. Member identities will be protected and kept anonymous from the general public. However, the Director of the Program will have access to the current list of members of The Collective. Additionally, group leaders' identities will not be kept anonymous, as they will serve as contact points for new members, as well as liaisons between group members and the Physical Therapy Program faculty and staff.
 - Emails and methods of communication will be kept private. Members' email addresses will be bcc'd on all emails. Social media groups will be closed to the public.
 - The terms of the group's confidentiality will be shared during the first email communication sent out at the beginning of each academic year.
 - Confidentiality guidelines will also be discussed at the beginning of each meeting, before discussion begins.
 - Occasionally some meetings may be conducted in which guest speakers are invited to present to The Collective. Certain circumstances around these events and other events may interfere with the confidentiality guidelines. In these circumstances, group members will be informed prior to each event/meeting, and will have the option to opt out of attending the meeting if they wish for their identity and participation in The Collective to remain anonymous.
- Comments and ideas are private and what is shared will stay among the people in this room. No information that you share personally will be talked about beyond our experience.
 - Names of individuals will never be spoken or shared outside of meetings
- Make space/Take space - challenge yourself to step outside of your comfort zone
- One person speaks at a time. When someone is talking, please refrain from interrupting, instead snaps are appropriate so that person knows you are in agreeance/support
- We can disagree with another person's point of view without putting that person down
- PASS when you so choose
- *Ahimsa*- "Non-violence"
- Respect the fact that some people may find non-consensual touching of any form (including hugs, tapping on shoulders, etc.) disrespectful or triggering. Ensure you have asked or been given consent before touching.
- Everyone has equal worth

2. Check Your Assumptions

- No judgements or disclaimers (e.g., You are really smart, but...)

- Everyone is an individual, not just a representative of a group - speak from your own perspective and avoid generalizing
- Take RESPONSIBILITY for your own learning; understand that not all members are present to educate others on their differences and *recognize that they* only represent their individual experience of the group they identify with, not the entire population of that group.
 - Avoid using group members as your sole/initial source for information
- Ask for clarification if you are confused
- 'I Statements' - own your perspective, don't project it
- Believe in our common best intentions

3. The Right to be Human

- Respect each other's right to be human (e.g., to have a bad day, to be triggered, to fail etc.)
- Honor our differences - our family of origin, culture, orientation, race, class, gender, etc. make us who we are
- Acknowledge emotions
- Practice giving and receiving forgiveness (i.e., we will all speak in ways that are inappropriate, the key is to own up to your mistake and ask how to correct it)
- Say "OOPS" and, or acknowledge when you may unintentionally say something and wish you had not
 - Have a high sensitivity level to the feelings of others
- Say "OUCH" when someone's words or actions may hurt you

4. Consensual Dialogue

- Active listening - attention focused, appropriate eye contact, be mindful of your body language, inquire about preferred pronouns
- Take a risk and speak up while maintaining everyone's right to pass
- Silence is okay - pauses in the place of dialogue invite all voices in the room

5. Examples of Misconduct

1. Insensitive remarks repeatedly
2. Berating questions
3. Insisting to be educated by others
4. Minimizing the experiences of others
5. Invalidating the experiences of others

IF the safe space guidelines are violated, a person may be asked to remove themselves from the group