PHYSICAL THERAPY STUDENT ASSOCIATION (PTSA)

BY-LAWS
OF THE PHYSICAL THERAPY STUDENT ASSOCIATION
OF PACIFIC UNIVERSITY,
SCHOOL OF PHYSICAL THERAPY

ARTICLE I. NAME
This organization shall be known by the name Physical Therapy Student Association (PTSA), and shall be the affiliation of Pacific University School of Physical Therapy (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 liaison between students and faculty of Pacific University, physical therapy alumni, administration, Professional Student Senate (PSS) 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. Class Officers
Each class from year to year of the professional curriculum shall be responsible for electing the following class officers:
A. President
B. Treasurer
C. Social Coordinators (2)
E. Additional officers may be elected as deemed necessary by the individual class.

ARTICLE IV. EXECUTIVE BOARD OFFICERS AND EMPOWERMENT
Section 1. Executive Board Officers
A. President
B. Vice-President
C. Treasurer
D. Social Coordinator
E. Professional Student Senate Representative (2)
F. At-large Members
Section 2. Empowerment
A. Executive power of the PTSA shall be vested in an Executive Board composed of all Class Presidents, Treasurers, Social Coordinators, and the Professional Student Senate Representatives.
B. All Executive Board members will vote on motions before the Executive Board, with the exception of the PTSA President who will vote only in the case of a tie.

ARTICLE V. 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. He/she shall be spokesperson of the class, preside at all class officer meetings, attend all PTSA and Executive Committee meetings. And 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 perform all other duties customarily assigned to the secretary.
B. Treasurer
The Class Treasurer shall be responsible for all financial transactions of the class and perform all other duties customarily assigned to the Treasurer. And shall assume the powers and duties of the class president in his/her absence or vacancy of this office by attending all class officer meetings and presiding over this group when the class president cannot be present.
C. Social Coordinator
The Class Social Coordinator shall organize class social functions including but not limited recognizing class birthdays, coordinating fundraising, and planning class social functions including Christmas Party (2nd year) and graduation dinner. Social functions shall be coordinated with the class treasurer (as necessary for financial need) and with the PTSA Executive Board. They will keep minutes of all class and class officer meetings email them out to class officers within one week of meeting. The Social Coordinator shall be the Class Rep/contact once the class has graduated. The Social Coordinator may identify another class member if they are unable to remain as the class representative and contact..

ARTICLE VI. DUTIES OF EXECUTIVE BOARD OFFICERS
Section 1. Duties of Executive Board Officers
A. President
The President of PTSA shall preside at general meetings and Executive Board meetings. The President shall set and distribute an agenda at least one day prior to all Executive Board meetings. The President shall act as official spokesperson for PTSA and shall present student concerns to the Director of PUSPT and as appropriate, the Provost and/or President of Pacific University. The President shall assist the Treasurer in the preparation of the annual budget proposal for the PTSA. The President shall insure that financial records are maintained by the Treasurer. The President shall be responsible for orienting the new President to the PTSA files upon his/her retirement of office.
B. Vice-President
The Vice-President shall preside at Executive Board meetings when the President is absent. In the event the President’s position is vacated, the Vice-President shall assume the office and the
ually of President as described in Article VI, Section 1. The Vice-President shall oversee and coordinate the activities of all PTSA committees, and all student committee members. The Vice-President shall oversee all PTSA Fundraising Activities. The Vice-President shall be responsible for orienting the new Vice-President to the PTSA files upon retirement of office.

C. Treasurer

The Treasurer shall assist the President in preparing the annual budget, and present the budget to the PTSA. For an estimated example see Appendix E. The Treasurer shall oversee and properly record spending of approved funds. The Treasurer shall keep accurate accounts of all other monies taken in and paid out by PTSA (in accordance with Pacific University policies) and fulfill economic commitments duly authorized by the Executive Board. The Treasurer shall submit a current financial statement at each general meeting, and shall insure that all statements and complete financial records are properly maintained. The Treasurer shall be responsible for orienting the new Treasurer to the PTSA files upon his/her retirement of office.

D. Social Coordinator

The Social Coordinator organizes PTSA social functions. He or she should become familiar with university held events concerning student entertainment (e.g. Milky Way and Outback). The Social Coordinator shall preside over the Social Committee (Article XV, Section 1, Part B1). The Social Coordinator shall be responsible for orienting the new Social Coordinator to the PTSA files upon retirement of office.

E. Professional Student Senate (PSS) Representative

The 2 PSS Representative will serve as the liaisons between the PSS and the PTSA/PUSPT on behalf of the PTSA members. The PSS Representatives will be elected from the 1st year class during the last month of the spring semester following the same process set forth in the By-laws under Article VII, Section 3 and 4. The PPC Representative will serve during their second year of school.

F. At-Large Members

All Class Officers will be voting members of the Executive Board and assist with fulfilling the duties of the Executive Board as delegated.

ARTICLE VII. ELECTION PROCEDURES FOR CLASS OFFICERS

Section 1. Second and Third Year Class Elections

Within the last fifteen days of April each class is responsible for electing the class officers described in Article III, Section 1 of these by-laws. The selection committee made up of the current class president and treasurer, of their respective classes, shall oversee the election of these officers. The nomination and election process will follow the guidelines in Article VII, Section 3 and 4 of these by-laws.

Section 2. First Year Class Elections

The PTSA Executive Board 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 III and V of these by-laws.

B. Elections will be conducted no later than September 30 for that academic year following procedures described in Article VII, Sections 3 and 4 of these by-laws.

Section 3. Nominations

Officer nominations will be accepted by the election committee (see Article VII, 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.
and the student I.D. number of the nominating class member. (Note: No class member can accept a nomination with a signature on the nomination slip for more than one Class Office. If this is seen on the nomination slip(s) the student will not be placed on the ballot for any offices – 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. 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.

Section 4. Elections
The officers shall be elected by closed ballot by a simple majority with a quorum of class members present. The election committee 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 run-off election of these candidates will be held using the same guidelines, during the same meeting. The results will be announced at the following class period.

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 next Executive Board Meeting to ease the transition period.

ARTICLE VIII. APPOINTMENT PROCEDURE FOR EXECUTIVE BOARD OFFICERS

Section 1. Appointment of Executive Board Officers
A. President - The Second year class president shall be the Executive Board President.
B. Vice-President - The Third year class president shall be the Executive Board Vice-president.
C. Treasurer - The Second year class treasurer shall be the Executive Board Treasurer.
D. Social Coordinator - The Second year class social coordinator shall be the Executive Board Social Coordinator.
E. Professional Student Senate Representative – will serve as liaison between the Professional Programs and the PUSPT.
F. At-large Members – All class officers not mentioned above shall be Executive Board At-large Members.

Section 2. Attendance
All officers are required to attend Executive Board meetings and all PTSA functions.

Section 3. Eligibility
Any members shall be eligible to run for any Class Office, as listed in the by-laws Article III, Section 1. Executive Board Officer positions are filled by Class Officers and therefore can be obtained by any elected class member.

Section 4. Officer Voting Privileges
The right to vote on all matters before the PTSA Executive Board is granted to all PTSA Officers upon their election. Loss of these privileges will begin following the third absence from any
scheduled PTSA meetings. Absences due to professor-scheduled academic events may be exempted once per semester, and the absence due to clinical affiliations is exempt while PTSA members are on out-of-town clinicals. No less than two consecutive meetings must be attended in order to regain voting privileges. Privilege will be returned at the meeting immediately after this requirement has been met. After the first loss of vote due to absence has occurred, each additional absence will result in the same loss of privilege and the same requirements exist to regain a vote. During this time, officers are still required to fulfill their duties. The PTSA Vice-president shall be responsible for notifying the PTSA President and officers in question whenever there is a change in voting status.

ARTICLE IX. RESIGNATION AND REMOVALS OF CLASS OFFICERS
Section 1. Resignation Procedure
Any class officer may resign from office provided he/she submits a written resignation to the class president or in the event of the class president resigning, to the class treasurer. The class president shall announce the resignation at the next class meeting. In the event of a presidential resignation, the treasurer will assume the office of president until the election process can take nominations from the class. Any other offices vacated will have a subsequent appointment. Replacement officers will be voted by the class at the earliest convenience (as stated under Article VII, Sections 3 and 4 of these by-laws). These officers will serve the remainder of the term of office started by the resigning officer.

Section 2. Removal Procedure
The class may remove from office any class officer by a 2/3 majority vote of a quorum of the class by ballot vote.

ARTICLE X. RESIGNATION AND REPLACEMENT OF EXECUTIVE BOARD OFFICERS
Section 1. Resignation and replacement of Executive Board Officers
In the event that any office is vacated by resignation or by the officer being declared ineligible to serve, the Class President, for the respective class, shall take nominations under Article VII, Section 3. In the event that the Presidents office is vacated the Class Treasurer will preside as Class President until nominations can be taken under Article VII, Section 3. The newly elected officer will then fill the role on the Executive Board.

ARTICLE XI. PTSA STUDENT MEMBERSHIP
Section 1. Membership
PTSA Membership shall consist of all students who are currently enrolled in PUSPT for academic credit.
Section 2. Membership Dues
Membership dues will be taken out of the PTSA funding after the business office of Pacific University disburses the 60% return from the Student Activity Fee. Member dues are $2.50 per student per semester. These Membership dues will be deposited in the Student Conclave Fund, see Article XVI, Section 4, Part C.

Section 3. Voting Privileges
The right to vote in all general PTSA meetings and elections is granted exclusively to members (Article XI, Section 1).
Section 4. Discipline
All PTSA members shall uphold the Pacific University Student Code of Conduct, Professional & Academic Standards of the School of Physical Therapy, and the Physical Therapy Code of Ethics. Questions or disputes concerning the conduct of any officer shall be referred by the PTSA Executive Board to the Student Judicial Council.

ARTICLE XII. MEETINGS
Section 1. PTSA General Assemblies
General Assemblies shall be held no less than once every fall and spring semesters during the academic year, and shall have an agenda established by the President. The Fall assembly shall be held within the first month of school during the time when all classes are present at Pacific University, while the Spring assembly shall be held immediately after the PTSA elections.

Section 2. Executive Board Meetings
The Executive Board shall meet regularly at a time and place determined by the Executive Board. The Executive Board meetings shall be open to active PTSA members, and invited guests such as PUSPT faculty and administration. A social chair from 2nd year will be responsible for keeping minutes and emailing minutes out to entire class within a week of the meeting.

Section 3. Conduct of Meetings
All meetings shall be conducted according to Robert’s Rules of Order (see Appendix C), when not superseded by this constitution or its by-laws.

Section 4. 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 XIII. AMENDMENTS
The constitution and by-laws of the PTSA may be amended by a majority quorum vote cast by Executive Board membership. Proposed amendments may be submitted in writing to the Executive Board. 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 XI, 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 Executive Board Members.
ARTICLE XIV. QUORUM

Section 1. Executive Board Meetings
An Executive Board quorum shall be declared by the President when 8 of the 13 voting 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 XV. COMMITTEES

A. Section 1. Standing Committees
B. Establishing Standing Committees

1. By a simple majority the Executive Board shall establish standing committees to deal with PTSA concerns of a continuing nature.

2. Committees will be formed of volunteers from the membership at large at the beginning of the academic year. Each standing Committee will have a chairperson.

3. Committee Chairperson
   a. An active chairperson or Co-chairs shall be elected by majority vote of the Executive Board at an Executive Board Meeting.
   b. The Chairperson of each standing committee shall act as a liaison between her/his respective committee and the Executive Board.
   c. The Chairpersons of each standing committee shall submit copies of their end of the year report to the Executive Board prior to the end of spring semester.
   d. Every committee shall submit monthly committee reports to the Executive Board.
   e. All committee chairs will be responsible for drafting the committee budget and submitting it to the treasurer, at the time appointed.

B. Standing Committees

1. Social Committee
   a. The Social Committee is comprised of the Social Coordinators from each class and is overseen by the Executive Committee Social Coordinator (Article VI, Section 1). The committee is responsible for, but not limited to planning a Christmas party with the second year class. Co-Chairs: Social Coordinators

Section 2. Ad Hoc Committees
The Executive Board shall establish ad hoc committees to deal with PTSA concerns which are of temporary nature.

Section 3. Discharging Committees
Standing committees may be discharged by majority vote of the Executive Board if and when it is determined the committee no longer serves a useful purpose. Ad hoc committees shall be discharged by the majority vote of the executive board upon completion or resolution of their assigned task.

ARTICLE XVI. FINANCES

Section 1. Funding
Activities shall be financed by the following source:
PTSA By-Laws Approved 1/4/14

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 PTSA fundraising activities may be authorized by the Executive Board. See Article VI, Section 1, Part B.

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 School of Physical Therapy Account regulations. See Article XVI, Section 3 of these By-laws for further fund disbursements. The Treasurer of each class will keep a record of transactions; see Article V, Section 1, Part B.

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 Expense Reimbursement Form. Each Treasurer is responsible for submitting receipts. 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 and the President. 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. Christmas Party - The First and Third year classes will make a donation of $500 to the Christmas party, and the second year class will pay for the remainder of costs associated with putting on the annual Christmas Party.
B. Research - The Third year class will assist with Capstone projects by reimbursing Capstone projects according to the number of student in each group and the receipts that are attached to the reimbursement form (Appendix A) with an explanation of each items uses. Capstone groups will receive $100 per project. If any amount of the $100 is unused the additional money may go towards groups that had greater than $100 in funds, if the class so votes.
C. 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 expense. This fund will annually fund $500 for air fare 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.
D. 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 dependent 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 PUSPT director and dispersed at their discretion. Any questions will be directed towards the PTSA Executive Board.

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 third year class funds will be deposited into the Student Scholarship Fund for use towards a student from the PUSPT that is in financial need. The amount used will be determined according to each year's fund, with the intention that the money will be used towards the schooling costs of a financially in need student, see Article XVI, Section 4, Part D.

ARTICLE XVII. 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 XVIII. FISCAL YEAR
The fiscal year of PTSA shall coincide with that of the Pacific University School of Physical Therapy, beginning July 1 of a given year and ending June 30 of the following year.

ARTICLE XIX. REVIEW BYLAWS
The Bylaws will be reviewed by the Executive Board Officers on a bi-annual basis. The first review will take place at the first meeting of the year. The second review will take place at the last meeting of the year. Further reviews can take place as needed. Changes to the Bylaws will require a simple majority vote when quorum has been met as described in (Article XIV, Section 1).
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 _________________

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<th>DATATEL DEPT</th>
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BUDGET AUTHORITY SIGNATURE: _____________________  EXT ___

PRINTED NAME: ______________________________________

FOR BUSINESS OFFICE USE
Appendix B

Class Officer Nomination Slip

Year of class (circle one)  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

Class Office nominated for (circle one)  President  Treasure  Social Coordinator

Nominee Printed Name__________________________________________

Nominee Signature of acceptance_______________________________

Nominator’s Student I.D. Number ________________________________

Class Officer Ballot

President: (check one)  Treasurer: (check one)  Social Coordinator: (check two)

A. Student U _________  A. Student W _________  A. Student Y _________
B. Student V _________  B. Student X _________  B. Student Z _________
C. Write-in _________  C. Write-in _________  C. Write-in _________
APPENDIX C

Robert’s Rules of Order

These are to be added at the convenience of the Executive Board for clarification of how a meeting is to be run by the Elected Class Officers.
APPENDIX D

**Estimated Example of Class Expenditures**

1\textsuperscript{st} Years – 50 students ⇒ $1700 / year (60% of Pacific University Activity Fee)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Christmas Party (to 2\textsuperscript{nd} years)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Class Trip (not required)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Miscellaneous Expenses (flowers, treats)</td>
<td>$100.00</td>
</tr>
<tr>
<td>To Student Conclave Fund ($2.50 x 40 students x 2 semesters)</td>
<td>$200.00</td>
</tr>
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2\textsuperscript{nd} Years – 42 students ⇒ $1700 / year (60% of Pacific University Activity Fee)

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</thead>
<tbody>
<tr>
<td>Christmas Party (combined funds of 1,500)</td>
<td>$500.00</td>
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<tr>
<td>Miscellaneous Expenses (flowers, treats, rent Park for the 1\textsuperscript{st} years)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Hops in Hillsboro (not required)</td>
<td>$100.00</td>
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<tr>
<td>To Student Conclave Fund ($2.50 x 36 students x 2 semesters)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

3\textsuperscript{rd} Years – 42 students ⇒ $1700 / year (60% of Pacific University Activity Fee)

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<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Christmas Party (to 2\textsuperscript{nd} years)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Miscellaneous Expenses (flowers, treats)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Graduation Dinner</td>
<td>$400.00</td>
</tr>
<tr>
<td>Class Gift (not required)</td>
<td>$300.00</td>
</tr>
<tr>
<td>To Student Conclave Fund ($2.50 x 40 students x 2 semesters)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Each class of 42-50 students will receive the 60% reimbursement from the Pacific University Student Activity Fee for each semester. See Article XVI, Section 1.

*Note: These numbers are just estimated for reference*