

Constitution of the University Of South Florida Association of Physical Therapy Students

Preamble: This document is the official constitution for the Association of Physical Therapy Students at the University of South Florida, College of Medicine, herein referred to as the “APTS”. The members of the APTS shall govern themselves according to the rules and regulations set forth in this constitution, in addition to those outlined in the handbook of the School of Physical Therapy and Rehabilitation Sciences, the constitution of the University of South Florida College of Medicine and its Student Council and the constitution of the Student Body of the University of South Florida.

I. Name

The name of this organization shall be the Association of Physical Therapy Students (APTS).

II. Purpose

The purpose of the APTS shall be to provide liaison between students and administration, promote effective physical therapy education, represent the School of Physical Therapy and Rehabilitation Sciences and provide an avenue for students to enhance their academic and social interests as well as make a significant contribution to the University and community. The APTS will have affiliation with the College of Medicine Student Council.

The duties of the APTS shall include but are not limited to the following:

- a. Be the representative body for physical therapy students in the School of Physical Therapy and Rehabilitation Sciences.
- b. Promoting enhanced communication amongst students in the College of Medicine and its affiliated programs.
- c. Allowing each physical therapy student to participate in or have an effective voice regarding the function and priorities met by the organization.

III. Membership

Membership of the APTS shall be granted to:

- a. 80% of active membership must be USF physical therapy students. No more than 20% of active membership can be non- USF students. Associate membership may be granted to non-USF students under special circumstances; these associate members shall not be given the rights and privileges of active USF students.
- b. Membership lasts as long as the student is a USF physical therapy student or until they have been removed.
- c. Requirements for continued membership are upholding the objectives and purpose of the association. Also, members must attend at least 3 general meetings per year, and participate in at least one fundraising activity.
- d. If any member fails to uphold the objectives of the APTS, does not meet the membership requirements, or does not comply with the University of South Florida policies, the member may be held accountable and in jeopardy of losing their membership. Reason for removal of a member must be presented to the

Executive Board. Written notification shall then be presented with reason for removal to the member in question. After the member in question has had his/her right to speak to the board/membership on their own behalf and a vote is taken and he/she may be removed by a 2/3 vote of the active, voting members.

- e. Voting Rights are only for USF students in the organization and will not be granted to non USF students.

IV. **Dues/Fees**

No dues, fees, assessments, donations, or other charges are levied for membership into the APTS.

V. **Quorum**

The quorum shall be composed of fifty percent plus one of current active voting members.

VI. **Officers**

The required officer positions include: President, Vice President, Secretary, Treasurer and Co-Treasurer. These officers are elected by the active voting members and serve a one-year term. The President will represent all the physical therapy students and come from the third year class. The Vice President, and the secretary and treasurer can be from the second or third year class. The Co-Treasurer can come from any class.

President: The duties of the President shall be to:

- a. Preside at all general membership and Board meetings.
- b. Serve as a liaison between physical therapy students and administration of USF.
- c. Represent APTS at the College of Medicine student council meetings.
 - 1. The second year Class President will serve as President of the APTS until the School of Physical Therapy and Rehabilitation Sciences has three classes.
 - 2. The third year Class President will automatically become the APTS President.

Vice President: The duties of the Vice President shall be to:

- a. Assist the President upon his/her request.
- b. Assume the duties of the President in his/her absence. The duties shall first go to the Vice President. In absence of the Vice President, the duties shall go to the Secretary.
- c. Attend all general membership, Board, and College of Medicine student council meetings and School of Physical Therapy and Rehabilitation Sciences faculty meetings.
 - 1. The first year President will serve as the Vice President of the APTS until the School of Physical Therapy and Rehabilitation Sciences has three classes.

Secretary: The duties of the Secretary shall be to:

- a. Keep accurate and legible records of minutes in general meetings in the College of Medicine and School of Physical Therapy and Rehabilitation Sciences.
- b. Receive and disperse all pertinent communications, as required for the proper functioning of the APTS.
- c. Chair a committee to review APTS travel award applications and notify all applicants of the results of their applications.
- d. Attend all general membership and Board meetings.
- e. Attend at least one of the College of Medicine Student Council Meetings.
- f. Chair a committee every three years (2008, 2011, etc.) to review and update the APTS constitution to be submitted to Student Activities, Phyllis P. Marshall Center.
- g. Supervise annual elections

Treasurer: The duties of the Treasurer shall be to:

- a. Deposit and disperse all monies of the APTS
- b. Keep accurate and legible records of finances for APTS.
- c. Submit an annual online Student Organization Registration form that is submitted to Student Activities, Phyllis P. Marshall Center.
- d. Attend all general membership and Board meetings.
- e. Attend at least one of the College of Medicine Student Council meetings.

Co - Treasurer: The duties of the Assistant Treasurer shall be to:

- a. Assist the Treasurer with all duties listed above.
- b. Become proficient in the duties of the Treasurer such that APTS will never be left with a person untrained to serve as Treasurer.
- c. Responsible for organizing and implementing fund raising activities.
- d. Responsible for documenting all service events and conferences with photos.

Immediate Past-President: The duties of the Immediate Past-President shall be to act as a consultant to APTS.

College of Medicine Student Honor Council Representatives: The duties of the College of Medicine Honor Council Representatives shall be to:

- a. Issue every first Semester School of Physical Therapy and Rehabilitation Sciences student with an updated copy of the University of South Florida College of Medicine Student Honor Code and collect signed forms by which all College of Medicine students agree to abide by the USF College of Medicine Student Honor Code.
- b. Participate in any proceeding pertaining to a member of APTS who has been accused of USF College of Medicine Student Honor Code violation(s).
- c. Attend all general membership and Board meetings.
- d. Administer annual elections under the supervision of the Secretary.

VII. Election of Officers

- a. Shall be supervised by the current Secretary.
- b. All accepted nominations shall be taken at the September Executive Board meeting.

1. Held by a secret ballot at the September general membership meeting, to be held not less than one week and not more than four weeks after nominations are submitted. Shall be decided by a simple majority of the votes from the APTS membership. Only university of South Florida students have the right to vote.
 2. Elections shall be administered by the Secretary and College of Medicine Student Honor Council Representatives. They will assure one vote per member and a fair and accurate determination of a final tally.
- c. In case of a tie, a second vote will take place by secret ballot of the general membership to be held not less than one week and not more than two weeks after the first voting.
 - d. In case of a second tie, the election outcome shall be determined by a simple majority with secret ballots at a Board meeting, to be held within two days after the second voting.
 - e. Absentee ballots can be obtained and submitted to the Secretary prior to the APTS meeting.
 - f. In the event that any position is vacated, a simple majority vote of the Executive Board is required for the election. The members must be notified of said election.
 - g. An officer transition(s) meeting shall be held no later than 2 weeks following election of new officer(s).

VIII. Removal Of Officers

If any officer fails to uphold the objectives of the APTS or does not comply with the University of South Florida policies, a vote of “no confidence” must be presented to the Executive Board. After the officer in questions has had a right to speak to the Executive Board on his/her own behalf, a vote is taken from the Executive Board. The officer in question does not have a vote. The officer in question may be removed by a majority vote (2/3rds) of the Executive Board.

IX. Advisor(s)

The advisor is chosen by a majority (50%+1) of the membership after the executive board has reviewed the individual being considered for the position and has met all criteria set by the membership. The minimum duties for the advisor to fulfill his/her role is to 1) Attend the Office of Engagement and Involvement Advising 101 workshop; 2) Meet with the Organization President and/or the Organization Executive Board a minimum of once a month; 3) Be placed on all communication venues (listservs, blackboard etc.) the organization has set in place; 4) Attend a minimum of 1 meeting/event the organization holds a semester; 5) Provide general advisement/guidance to the organization and its members on organizational matters.

X. Meetings

Executive Board and general APTS membership shall meet at least twice a semester. The President shall specify the time and place. The decision to call a special meeting may be made by any officer, when deemed necessary, within a 48 hour notice.

Transfer of power meetings will be held every year in the second semester in the month of April.

XI. Amendments

The Association of Physical Therapy Students shall operate in accordance to all University, Student Government, and the Office of Engagement & Involvement provisions. Any amendment or bylaw changes regarding the Association of Physical Therapy Students shall be passed by a majority vote (75%+1), and will be considered pending until presented to and reviewed by the Office of Engagement & Involvement.

XII. Rules of Order

Meeting shall be run according to Robert's Rules of Order.

XIII. Anti-Hazing Clause

This organization prohibits its members, both individually and collectively, from committing any acts of hazing as defined herein:

"Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the mental health or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For the purpose of this section, any activities as described above upon which the initiation or admission into or affiliation with this organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of the individual notwithstanding."

XIV. Organization Agreement

Organization agrees to abide by Florida State Statute #240.262 regarding hazing. Furthermore, agrees to abide by all engagement & Involvement policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.