

# SPTA Bylaws

## The University of Oklahoma Health Sciences Center

### Article I: Name

The name of this organization shall be the University of Oklahoma Health Sciences Center (OUHSC) Student Physical Therapy Association, hereinafter referred to as "SPTA."

### Article II: Purpose

The SPTA supports the mission of the American Physical Therapy Association (APTA) by promoting the physical therapy (PT) profession through education, experience, and community involvement. The SPTA will enhance the collegiate experience by facilitating interaction between the Oklahoma City (OKC) and Tulsa campuses and through involvement in both professional and community events at the city, state, and national level.

### Article III: Membership

#### Section 1: Membership Eligibility

- A. Student physical therapists attending OUHSC (SPT)
- B. Attend a minimum of two SPTA meetings per fall and spring semesters
- C. Attend a minimum of one SPTA meeting per summer semester
- D. Attain three SPTA points per fall and spring semesters, including:
  - a. Two Community Service points per fall and spring semesters. Points may vary with different activity as decided by the Executive Committee, and
  - b. One Professional Development or Advocacy points
- E. Uphold the standards and ethics of the APTA
- F. SPTA members are encouraged to apply for APTA membership
- G. Exception:
  - a. Third year SPTs unable to fulfill Membership Eligibility due to clinical obligations, as stated in Article III, Section 1, must meet the following requirements for continued membership:
    - i. Attend a minimum of one SPTA meeting per fall and spring semesters
    - ii. Provide documentation of current APTA membership
- H. An SPT is granted the rights of membership, as stated in Article III, Section 2, during their first semester of participation. Following this time period, membership will be based on the previous semester's participation.

- a. In the event a member does not meet requirements, as stated in Article III, Section 1, during any semester, they will lose membership rights until completion of the following semester's requirements.

## Section 2: Rights and Privileges of Members

- A. Shall be entitled to one vote in sessions established by the Executive Committee
- B. Shall be eligible to hold executive offices
- C. Have the right to join and participate in the actions of one or more respective Committees, as stated in Article IV, Section 2
- D. Exceptions to Article III, Sections 1 and 2 will be addressed, as necessary, by the Executive Committee

## Section 3: Membership Classes

- A. Executive Committee:
  - a. The Executive Committee will be active members of SPTA satisfying membership requirements, as stated in Article III, Section 1, and will be comprised of the President, (2) Vice Presidents, Treasurer, Secretary, (2) Pairs of Fundraising Co-Chairpersons, (2) Community Service Chairpersons, Historian, APTA Student Liaison, and Marquette Challenge Chairperson
- B. Active members:
  - a. Members as stated in Article III, Section 1

## Article IV: Meetings

### Section 1: Meeting Times

- A. Executive Committee: Meetings will be scheduled one or two weeks prior to the General SPTA meeting and three to four times per fall and spring semesters and one time in the summer semester.
- B. General meetings: Meetings will be scheduled one or two weeks following and Executive Committee meeting and three to four times per fall and spring semesters and one time in the summer semester.

### Section 2: Call for meetings

- A. Any meeting may be called anytime by the President; Vice Presidents while consulting the President; or two-thirds vote of the Executive Committee. Meetings must be announced at least one week prior to the date of the meeting.
- B. Emergency meetings: The President or Vice Presidents can call emergency meetings any time, but attendance is not mandatory
- C. Committee Meetings: Should committee arise, Committee Meetings can be called anytime by the Committee Chairperson, President, or Vice Presidents
- D. Any member of SPTA may attend an Executive Committee meeting.

## Section 3: Voting

- A. Quorum:
  - a. Consists of 10 members in OKC and six members in Tulsa, in addition to the Executive Committee
  - b. All voting shall be done in person only
    - i. The Executive Committee may utilize electronic voting in emergency situations
  - c. Each member shall have one vote
- B. Counting votes: The Executive Committee shall determine the process for counting and recording a vote.

## Article V: Executive Committee

### Section 1: Officers

- A. The Executive Committee shall consist of the President, (2) Vice Presidents, Treasurer, Secretary, (2) Pairs of Fundraising Co-Chairpersons, (2) Community Service Chairpersons, Historian, APTA Student Liaison, and Marquette Challenge Chairperson

### Section 2: Eligibility

- A. Active SPTA Member, as stated in Article IV, Section 3
- B. Elected as specified in Article VII
- C. Current member of APTA

### Section 3: Rights and Privileges of Officers

- A. Officers, as stated in Article III, Section 1, have the right to formulate and direct the actions of their respective offices

### Section 4: Duties

- A. Each officer must become familiar with the SPTA bylaws.
- B. Each officer is responsible for fully understanding his or her scope and role within the SPTA
- C. Each officer must retain a notebook including the SPTA bylaws and notes pertinent to their respective office.
- D. Each officer must pass the notebook on to the next term's officer, including a complete orientation to the position.
- E. Each officer must attend all Executive Committee and General Meetings.
- F. Absences of all Officers are excusable if he/she notifies the President or the designated Officer running the meeting before the day of the meeting.
- G. All voting conducted by the Executive Committee shall be determined by a majority vote.

### Section 5: Allocation of Funds

- A. Each school year, the Executive Committee will form an annual SPTA Budget Report.

- B. Given two-thirds vote, the Executive Committee may:
  - a. Transfer a previously quoted budget amount for any given category
  - b. Allocate additional funds required of an event to activity that surpasses its original budget amount

## Section 6: President

- A. The president of the SPTA will be a first or second year SPT.
- B. Duties include:
  - a. Facilitate actions of the Executive Committee
  - b. Facilitate communication between OKC and Tulsa campuses
  - c. Communicate with the College of Allied Health Student Association (CAHSA) PT student representative, and OUHSC Student Affairs, as necessary
  - d. Determine the date, location, and duration of all meetings, as stated in Article IV, Section 2, and ensure technical support to electronically connect campuses
- C. The president will be elected first.
- D. The president will not have a vote in officer elections, as stated in Article IV, Section 3, and likewise in Executive Committee and General Meeting votes, unless necessary for tie.

## Section 7: Vice-President

- A. The Vice Presidents will be first or second year SPTs.
- B. There will be one for the OKC campus and one for the Tulsa campus
- C. Duties include:
  - a. Collaborate with the president
  - b. Assist in the supervision and facilitation of actions set forth by the Executive Committee
  - c. Assume all roles of the President at events in which the President is unable to attend
  - d. Help the president acquire guest speakers for general meetings
  - e. Write thank you notes to guest speakers
  - f. Maintain record of meeting attendance
  - g. Combine meeting attendance with participation information reported by the Community Service Chairpersons and Fundraising Chairpersons. This information will be forwarded to the Historian.
- D. The two Vice Presidents will share the aforementioned duties on their respective campus

## Section 8: Treasurer

- A. The treasurer will be a first or second year SPT.
- B. Duties include:
  - a. Maintain financial records
  - b. Consult the Executive Committee prior to opening or closing accounts or transferring funds

- c. Collect and deposit acquired funds into the SPTA account on their respective campus
  - d. Distribute an updated SPTA Budget Report at each Executive Committee meeting
  - e. Collaborate with the Executive Committee and the Student Government Association to acquire all “Anticipated Funds”
  - f. Reimburse Executive Committee members when an Executive Committee member granted permission of the expense and a receipt is presented for all purchases
  - g. If no fundraising Co-Chair is elected, the treasurer will be responsible for assisting the fundraising chair on his/her respective campus
- C. Following election of the Treasurer, the Secretary nominations must be from the opposite campus

## Section 9: Secretary

- A. The Secretary will be a first or second year SPT
- B. Duties include:
  - a. Record the minutes from all meetings
  - b. Maintain financial records, collect and deposit funds on their respective campus and report account information to the Treasurer
  - c. The secretary will compose the agenda for all meetings and send it to the executive committee members prior to the meeting.
  - d. If no fundraising Co-Chair is elected, the secretary will be responsible for assisting the fundraising chair on his/her respective campus

## Section 10: Fundraising Co-Chairpersons

- A. The Fundraising Co-Chairpersons will be first or second year SPTs.
- B. There will be two for the OKC campus and two for the Tulsa campus
  - a. If only one Fundraising Chair is elected, the secretary/treasurer on the respective campus will assist with fundraising duties
- C. Duties include:
  - a. Communicate with the Fundraising Chairperson from the other campus
  - b. Plan and conduct fundraising events within the rules and regulations of the College of Allied Health
  - c. Store and maintain inventory of all non-monetary fundraising resources
  - d. Give all funds collected to their respective Treasurer or Secretary
  - e. Must offer at least two fundraisers eligible for community service points
  - f. Maintain record of participation in fundraising events eligible for community service points and report this information to the Vice President on their respective campus

## Section 11: Community Service Chairpersons

- A. The Community Service Chairpersons will be first or second year SPTs.
- B. There will be one for the OKC campus and one for the Tulsa campus
- C. Duties include:

- a. Communicate with the Community Service Chairperson from the other campus
- b. Formulate and facilitate community service events that will organize and promote SPTA volunteer involvement on campus and in the community
  - i. Must offer at least 9 community service opportunities in OKC and 6 in Tulsa per semester with varying times and days of the week
- c. Coordinate PT promotion on campus and in the community, especially during PT Month in October
- d. Maintain record of participation in community service events and report this information to the Vice President on their respective campus

## Section 12: Historian

- A. The Historian will be a first or second year SPT.
- B. Duties include:
  - a. Maintain the SPTA Manual as a collection of historical information to include:
    - i. Membership roll
    - ii. Revisions to bylaws
    - iii. Events
    - iv. Meeting minutes
  - b. Maintain and moderate SPTA website and all social media pages
  - c. Serve as public relations for local and national newsletters and newspapers

## Section 13: APTA Student Liaison

- A. The APTA Student Liaison will be a first or second year SPT.
- B. Duties include:
  - a. Serve as liaison between OUHSC SPTs, APTA, and OPTA
  - b. Poll SPTA members prior to APTA and OPTA conferences about their avocations and concerns about current issues and proposed resolutions
  - c. The Student Liaison will communicate with the current OPTA Legislative Chair to coordinate student involvement with Physical Therapy Day at the Capitol in the spring each year and promote student attendance leading up to the event.
  - d. Relay pertinent information gathered from the conference to SPTA, including the conference experience and issues addressed
- C. Any conference the Student Liaison is not able to attend, a Temporary Liaison must be appointed by the Executive Committee
  - a. The Temporary Liaison will assume all duties of the APTA Student Liaison until the conference is over.

## Section 14: Marquette Challenge Chairperson

- A. The Marquette Challenge Chairperson will be a first or second year SPT.
- B. Duties include:
  - a. Formation of committee with members from both campuses

- b. Coordination and oversight of fundraising activities related to the Marquette Challenge
- c. Submit SPTA pledge and donation forms to APTA's Foundation for PT.

## Section 15: Committee Chairpersons

- A. Members eligible, as stated in Article III, Section 1, will be appointed by the Executive Committee, as necessary
- B. Will report to their respective Executive Committee member
- C. Form committees with volunteer members under the advisement of the Executive Committee

## Article VI: Nominations and Elections

### Section 1: Elections

- A. Elections of the Executive Committee will be by a majority vote received from SPTA members
- B. Elections can occur only when a quorum is present, as stated in Article IV, Section 3

### Section 2: Eligibility

- A. Member of SPTA, as stated in Article III, Section 1
- B. Motivation to meet Executive Committee requirements, as stated in Article V
- C. Current member of APTA

### Section 3: Term of Office

- A. Elections will be held in September of the fall semester
- B. The term of office begins immediately following elections in September, and span the course of one year
- C. No officer may serve more than two consecutive terms in the same office

### Section 4: Running for Office

- A. Preparation: Nominations for members eligible, as stated in Article V, Section 2, will be turned in one week prior to the election meeting
  - a. Nominations will be re-opened at the designated election meeting
- B. Nomination: In the event that no SPTA member runs for an office needed, a motion for nomination occurs within two days of the election. SPTA members are encouraged to nominate an individual or a number of individuals who would best suit the office. In order for a motion of inductance to occur, the chosen SPTA member(s) must accept nomination, blank ballots with the name of the officer being voted on are submitted and counted. The member with the most votes will be inducted into office.
- C. Opportunity for Self-Promotion:
  - a. Before voting, each candidate is allowed one to two minutes for self-promotion via speech.

- D. Election: The method of election will be determined by the Executive Committee, as stated in Article IV, Section 3:
  - a. Allowing one vote per candidate for each SPTA member, as stated in Article III, Section 1, except the President who will not vote, as state in Article IV, Section 6
  - b. No candidate can receive more than once executive office.
- E. Tie Vote: In the event of a tie vote, the ballots shall be recounted. A runoff shall occur between tied candidates. If the results are still tied, the President will make the determination for who receives the office

## Section 5: Announcement

- A. The results of the election will be announced by the outgoing President at the conclusion of the meeting;
- B. However, newly elected officers do not hold office until the new term begins, as stated in Article VI, Section 3.
- C. The Secretary will retain the ballots until the end of the meeting, after which, the ballots shall be destroyed
- D. All candidates' names will be posted on the SPTA website

## Section 6: Vacancies

- A. In the event that a position on the Executive Committee becomes vacant, the vacancy shall be filled in the manner prescribed by the Executive Committee
- B. Any officer transferred to the opposite campus which has a location requirement as stated in Article V, Sections 7-11 will be considered a vacancy

## Article VII: Membership of other Professional Associations

### Section 1: American Physical Therapy Association (APTA)

- A. The SPTA membership will strive to achieve a high percentage of student membership to the APTA.
- B. Benefits of membership will be discussed at the first meeting of each semester
- C. APTA members having APTA membership will be highly encouraged to attend APTA and OPTA conferences and events
- D. Executive Committee eligibility requires APTA membership

## Article VIII: Specialty Sections

### Section 1: Funding for Conferences

- A. The Fundraising Co-Chairpersons are responsible for:
  - a. Raising funds to go towards the travel lodging, and registration expenses of members of the SPTA attending APTA and OPTA conferences.
  - b. Providing 6 fundraising point opportunities per semester on each campus; 3 opportunities per co-chair
- B. The Executive Committee will determine allocation of specific funds for the above expenses
- C. Students receiving reimbursement for conference expenses must:



- a. Be in good standing with SPTA the previous semester
- b. Obtain the required amount of fundraising points the previous semester. Points may vary with different activity as decided by the Executive Committee
  - i. First and Second year SPTs must obtain 3 fundraising points
  - ii. Third year SPTs must obtain 1 fundraising point
- D. Amount of funds to be distributed will be announced at least one month prior to the event.

## Article IX: Amendments

### Section 1: Amending the Bylaws

- A. Revision of the bylaws by the Executive Committee will occur within the first two months of the term of office and at other times as necessary.
- B. At any meeting, a chance for discussion followed by a motion to adopt an amendment shall require a majority vote, as stated in Article IV, Section 3
- C. To overturn a previously existing amendment, a discussion followed by a motion to overturn the amendment shall require a majority vote, as stated in Article IV, Section 3

### Revised dates

5/1/2009  
 9/12/2011  
 1/18/2013  
 10/7/13  
 1/28/14  
 2/1/15  
 9/5/17

## Amendments to the Bylaws

### Amendment I:

#### Section 1: Honorary Members

- A. Honorary membership can be granted to individuals following a majority vote as stated in Article IV, Section 3.
- B. This award is reserved for individuals who have made a substantial and ongoing contribution to physical therapy education
- C. Honorary members are not entitled to rights and privileges of members, as stated in Article III, Section 2.

\*On 9/5/17\*

Added fundraising co-chair position  
 Added fundraising requirements for reimbursement at conference  
 Updated bylaws for accuracy

