

# **Doctorate of Physical Therapy Program at The Ohio State University**

## **Constitution**

### ***Article 1 – Name, Purpose, and Non-Discrimination Policy of the Organization.***

#### **Section 1. Name.**

Doctorate of Physical Therapy Program at The Ohio State University

#### **Section 2. Purpose.**

It is our purpose to support and represent the Doctorate of Physical Therapy (DPT) Program at The Ohio State University and their educational, service, and outreach pursuits. These intentions will be achieved through collaborative efforts between the students and the faculty of the program.

#### **Section 3. Non-Discrimination Policy.**

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### ***Article II – Membership Qualifications and categories of membership.***

Membership shall be limited to students currently enrolled in the DPT Program at The Ohio State University. All members will have voting membership.

### ***Article III – Organizational Structure and Leadership: cohorts, titles, terms of office, type of selection, and duties of the leaders.***

#### **Section 1. Executive Committee.**

The Ohio State University Doctorate of Physical Therapy Program shall have a President, Vice President, Treasurer, and Secretary. These officers serve as the Executive Committee. Officers must be members of this organization, enrolled in the Doctorate of Physical Therapy (DPT) Program at The Ohio State University, and must be students in good standing as defined in the DPT program handbook.

#### **Section 2. Cohort Structure.**

The Ohio State University Doctorate of Physical Therapy Program is organized into cohorts representing the three years of the program. For purposes of this club, the officers in the first-year class will have the role of officer-elect (e.g., president-elect, vice-president-elect, etc.), the officers in the second-year cohort will be the club's designated officers (president, vice-president, etc.), and the officers in the third year will be the club's past-officers (e.g., past-president, etc.). Within their cohort, the officers-elect in the first year, the officers in the second year, and the past-officers in the third year will fulfill their

respective roles within their cohort and will hold their titles continuously, without the qualifiers of “elect” or “past,” for purposes of representing their cohort.

### **Section 3. Elections.**

Elections will be held early in fall semester of the first academic year of the program while students are first-year students. Those elected will become officers-elect as defined above.

A majority vote of the members of a cohort is required to be elected as an executive committee member for that cohort. The term of each position within that cohort will run consecutively for the duration of the academic program. Upon entering their second year of the academic program as a student in good standing, the officers elect from the first-year cohort will become second-year students and assume their roles as the designated officers for this club for the purposes of the Ohio Union Activities Board.

If a member of the executive board resigns or is unable to fulfill their role, then a special election will be held to elect a new member to that position. A majority vote of the respective cohort is required to accept the special election of a new executive committee member. That executive committee member will serve for the remaining semesters until graduation.

### **Section 5. Vacancies.**

Any vacancies in office for a given cohort may be filled by appointment by the President of the respective cohort until such time as the members of that cohort can vote at the next general meeting.

### **Section 6. Removal.**

An officer of the club for any cohort may be removed by a vote of a majority of the members of that cohort. An officer who is no longer in good academic standing as defined in the Doctorate of Physical Therapy Student Handbook shall resign and be replaced by special election.

## **Article IV: Executive Committee.**

### *President:*

The President is elected by the students of the cohort. The president of each cohort leads the cohort's class officers and represents the student cohort overall in leadership roles. The president organizes student activities or events with appropriate delegation to other officers and volunteers. The president of the first-year cohort (president-elect) helps orient the incoming DPT class and facilitates communication with current first year class. The president of each cohort acts as liaison with division director and other faculty on behalf of the cohort. The president (second year cohort) maintains training with Ohio Union Activities Board as a constitutionally defined officer of the club. The president of each cohort may appoint committees within the cohort for selected activities. Within each cohort, the president will conduct monthly executive committee meetings.

### *Vice President:*

The vice-president is elected by the students of the cohort. The vice-president assists in planning and delegation of student activities or events with class president. The vice-president assumes the president's duties if necessary. The vice-president for the second-year cohort maintains training with Ohio Union Activities Board as a constitutionally defined officer of the club.

### *Treasurer:*

The treasurer is elected by the students of the cohort. The treasurer of each cohort will be named as a signatory on the club's bank account, and will coordinate with other cohort treasurers to ensure correct bank account allocations for each class, and coordinate with the club advisors regarding finances. The treasurer will assume the Secretary's duties if necessary. The treasurer will keep financial records of funds deposited or withdrawn from club's account. The treasurer provides oversight to the fundraising chair to ensure compliance with applicable rules and laws. The treasurer will secure funding as appropriate from the Ohio Union Activities Board for club related activities. The second-year treasurer will maintain training with Ohio Union Activities Board as a constitutionally defined officer of the club.

### *Secretary:*

The Secretary is elected by the students of the cohort. It is the responsibility of the Secretary to take minutes at the class meetings, make the minutes available to the advisor, and take minutes at class and executive committee meetings. The secretary manages and produces content for the PT program's social media accounts under supervision of the school's director of communications and marketing.

## **Article V – Chairs and Committees**

### **Section 1. Chairs.**

Each cohort will have a set of chairs responsible for specific aspects of club activities, with positions as defined in the bylaws. The Executive Committee for each cohort may create chairs unique to their cohort to carry out the various purposes and activities of the club. Chairs may recruit members to assist them and develop committee structures under their chair.

### **Section 2. Election of Chairs.**

Elections will be held early in fall semester of the first academic year of the program while students are first-year students.

A majority vote of the members of a cohort is required to be elected as a chair for that cohort. The term of each position within that cohort will run consecutively for the duration of the academic program.

If a chair resigns or is unable to fulfill their role, then a special election will be held to elect a new member to that chair. A majority vote of the respective cohort is required to accept the special election of a new chair. That chair will serve for the remaining semesters until graduation.

### **Section 5. Vacancies.**

Any vacancies in a chair for a given cohort may be filled by appointment by the President of the respective cohort until such time as the members of that cohort can vote at the next general meeting.

### **Section 6. Removal.**

A chair for any cohort may be removed by a vote of a majority of the members of that cohort. A chair who is no longer in good academic standing as defined in the Doctorate of Physical Therapy Student Handbook shall resign and be replaced by special election.

### **Section 7. Standing Board: Name, purpose, and compositions.**

Each cohort will have a Standing Board comprised of the Executive Committee accompanied by all chairs in that cohort. The standing board will advise the executive committee on club operations and help plan and lead the activities of the club.

### **Article VI – Adviser(s) or Advisory Board: Qualification Criteria.**

Dr. John Buford, Professor and Director, Division of Physical Therapy at The Ohio State University, Dr. Tonya Apke, Associate Professor and Director of Clinical Education, Division of Physical Therapy at The Ohio State University, and Ms. Toby Whitehead, Program Coordinator, Division of Physical Therapy at The Ohio State University, will oversee all activities of the DPT Program, executive board, standing boards, and members.

### **Article VII – Meetings of the Organization: Required meetings and their frequency.**

Once a year, a joint meeting open to all members of all three cohorts shall be held during the fall semester. An agenda for the meeting shall be prepared jointly by the executive committees of each cohort in consultation with the club advisors. This meeting may be held in person or via web conferencing software. At least one week advance notice of the time and location of the meeting shall be provided to all members via email.

### **Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements.**

Proposed amendments must be submitted in writing to the President within two days prior to a meeting of the executive board. The President will then call a general meeting of all members. A majority vote of the entire voting membership of the organization is required to accept the proposed amendment.

### **Article IX – Method of Dissolution of Organization.**

To dissolve the club, a vote of 2/3rds of the members of all three cohorts would be required, representing the entire student body of the DPT program. Upon dissolution, all remaining assets shall be given to the Physical Therapy Development Fund in care of the current Program Director, Division of Physical Therapy at The Ohio State University.

## **By-Laws**

### ***Article I – Parliamentary Authority.***

The rules contained in Robert’s Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

### ***Article II – Membership.***

Membership shall be limited to students currently enrolled in the DPT Program at The Ohio State University. All members will have voting membership. Members may, at any time, contribute to the treasury of the organization. Members will be required to participate in fundraising activities. All students in the DPT Program at The Ohio State University are automatically members of the organization. Termination of membership shall occur when an individual is no longer enrolled as a student in the DPT Program at The Ohio State University. This may be due to removal from the DPT program, choosing to leave The Ohio State University for any reason, or upon graduation from the university. Although very unlikely, there may be certain circumstances where members may have poor or problematic conduct. This could be the result of stealing money from the organization, misrepresenting the organization, harassing other members of the group, etc. The consequences for their actions will be dealt with by following the OSU DPT Student Handbook, which contains expectations for professional behavior and consequences for violating those expectations. As stated in that handbook, the OSU DPT faculty will determine consequences for any such misconduct according to established policies, which include appropriate rights of appeal for the student.

### ***Article III – Election / Appointment of Leadership Positions.***

All members of the DPT Program who are students in good standing as defined in the DPT program handbook are eligible for election to the executive board and standing board chairs or representatives. Nominations are offered voluntarily through an online form from which a ballot is drafted. Every member submits an anonymous vote, counted by the program’s Student Success Committee, and positions are assigned based on the results. Elections of the executive board and standing board chairs or representatives shall take place during the first four weeks of Fall semester.

### ***Article IV – Standing Board Members***

#### **Section 1. Chairs Common Across Cohorts.**

The following chair positions will be created in the standing board for each cohort in the club. The process for election and removal of standing board chairs is outlined in *Article V* of the organization’s constitution. Positions such as President listed below refer to the person holding that position for that cohort.

Each standing board chair shall consult with their counterparts in other cohorts. For example, the fundraising chairs across all three cohorts shall confer and cooperate with each other, and so will each of the other chairs.

Fundraising Chair:

The Fundraising Chair will report to the President. It is the responsibility of the Fundraising Chair to organize all fundraising opportunities for the organization. The Fundraising Chair is also responsible for

organizing the apparel sale for the organization. The fundraising chair shall confer with the treasurer and a club advisor for all fundraising activities to ensure that activities comply with the laws and rules governing fundraising for the club.

**OPTA Representative:**

The OPTA Representative will report to the President. It is the responsibility of the OPTA Representative to attend the monthly SSIG meetings of the OPTA. The representative will inform members of upcoming OPTA events.

**Social Chair:**

The Social Chair will report to the President. It is the responsibility of the Social Chair to organize and conduct social functions to facilitate class bonding and boost morale. The Social Chair will inform members of upcoming events.

**Service Chair:**

The Service Chair will report to the President. It is the responsibility of the Service Chair to work with the Division Service and Outreach Committee and to plan service opportunities and events for students and when able, faculty.

**Wellness Chair:**

The Wellness Chair will report to the President. The Wellness Chair helps organize and update a list of wellness resources for provision to current and incoming students for the DPT program in consultation with club advisors, and assists in promoting and development of wellness activities.

## **Section 2. – Additional Chairs.**

The Executive Committee in consultation with club advisors may create additional chair positions that are unique to their cohort. Qualifications and elections for these additional chairs will be the same as for the chairs common across cohorts.

## **Article V. Special Interest Groups**

### **Section 1. Purpose and Leadership Structure.**

Special interest groups (SIGs) bring students across cohorts together who share common interests related to physical therapy. Each SIG shall have a name and a chair elected by its members. If desired, students who join a SIG may also elect a vice chair and a secretary.

### **Section 2. Formation**

To form a new SIG, there must be at least five interested students. The students must propose a name and purpose for the SIG and describe a list of expected activities through a standard application form to be created by the club. Approval from the executive committee of each cohort along with club advisors is required to form a new SIG.

### **Section 3. Dissolution**

A SIG that has no members for a period of two years shall be dissolved.

## ***Article VI –Removal of Officers and Chairs***

There are two ways that an executive board member may be removed from office. First, the elected member deems they cannot perform the expected duties. Second, the group and executive board may find a member unable to perform their duties. In this case, to impeach the board member, a majority vote of the entire voting membership of the cohort is required to impeach. In both cases, a special election will be held to elect a new member to that position. A majority vote of the entire voting membership of the cohort is required to accept the special election of a new executive board member. That executive board member will serve for the remaining semesters until graduation.

## ***Article VII – Meetings***

### **Section 1. Executive Committee Meetings**

The Executive Committee of each cohort shall meet at least once a semester during fall and spring semesters (twice a year) with one or more club advisers present. Additional meetings of the executive committee may be held at their discretion. Minutes of executive committee meetings will be kept in a location accessible to all club members and to the club advisers.

### **Section 2. Standing Board Meetings**

The Standing Board of each cohort shall meet at least once a semester in fall and spring semesters. Additional meetings of the standing board may be held at their discretion. Minutes of standing board meetings will be kept in a location accessible to all club members and to the club advisers.

### **Section 3. Joint Standing Board Meetings**

The Standing Boards of all three cohorts shall meet jointly at least once a year along with the club advisers. Minutes of the joint standing board meeting will be kept in a location accessible to all club members and to the club advisers.

## ***Article VIII – Method of Amending By-Laws***

Amendment of the by-laws must be approved by a majority of the joint standing boards of all three cohorts. A quorum is two-thirds of the joint standing board members. If a majority of all club members across all cohorts sign a petition for a right to be heard on proposed bylaws amendments, then proposed bylaws changes must be brought before the entire membership and receive a majority vote off the members to be changed.

Constitution

Rev.

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