

Updated on October 28, 2015 - 1 -

TEXAS STUDENT PHYSICAL THERAPY ASSOCIATION A SPECIAL INTEREST GROUP
OF THE TEXAS PHYSICAL THERAPY ASSOCIATION BYLAWS (Revised 10/2015)

ARTICLE I: NAME

The name of this organization is the Texas Student Physical Therapy Association, - A Special Interest Group of the Texas Physical Therapy Association, hereinafter referred to as the TSPTA and the Chapter Association respectively.

ARTICLE II: PURPOSE

The purpose of the TSPTA shall be to provide a means by which student and student affiliate members, hereinafter referred to as students, having a common interest, because of their class of membership, may meet, confer, and promote the interests of their membership classes, the TSPTA and the future development of the student body within the Association.

ARTICLE III: OBJECTIVES

A. Identify and respond to areas of concern related to student members.

B. Promote the role of students in physical therapy in the state of Texas.

C. Promote membership and encourage the participation of students in the TSPTA and the Chapter Association. D. Assist the Chapter Association in the furtherance of the Chapter's Association's Objectives and Functions.

E. Provide such services as will further the TSPTA's purpose.

ARTICLE IV: MEMBERSHIP

Section 1: Classes and Qualifications of Members

Qualifications of membership in the TSPTA shall be identical to the qualifications for the same category as PT Students and PTA Students as established in the APTA's Bylaws.

Section 2: Rights and Privileges of Members

The rights and privileges of the TSPTA's members at Assembly and TSPTA meetings shall be identical to those established in the Association's Bylaws exception all members shall have one vote at TSPTA meetings.

Section 3: Application for and Admission to Membership

All student members of the APTA and TPTA Association shall be assigned to membership in the TSPTA.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member

is in good standing in the Chapter Association.

ARTICLE V: MEETINGS Section 1: Meetings

A. The TSPTA shall hold a minimum of one meeting of the TSPTA annually for the purpose of conducting business.

B. The annual meeting of the TSPTA shall be held at the time and place of the Student Conclave provided by the Association or in the event that the Student Conclave does not take place, at the discretion of the officers.

C. The members at the annual meeting of the TSPTA shall have the power to adopt and amend the TSPTA bylaws, to adopt policies of the TSPTA, to issue mandates to the TSPTA's Executive Board, to create and appoint special committees, as they deem necessary, and to elect officers.

Section 2: Meetings other than Annual Meeting

The TSPTA's Executive Committee may call a meeting of TSPTA at any time and place as deemed necessary providing 30 days prior notice of said meeting has been sent to all TSPTA members. Attendance is limited to TPTA members and invited guests approved by the TSPTA officers.

Section 3: Quorum

A quorum shall consist of fifteen (15) members, and including at least four (4) officers.

ARTICLE VI: EXECUTIVE Committee

Section 1: Composition of Officers

The Executive Committee shall consist of the officers who shall be the President, Vice-President, Secretary, Treasurer, PT and PTA Student Delegates, APTA Student Assembly Texas Core Ambassador, and the Advisor.

Section 2: Qualifications Only student members:

A. Eligible for the student class membership of the American Physical Therapy Association and who will be a member of the Association throughout the term of office may serve.

B. Who have consented to serve.

C. Who have been TSPTA members in good standing for at least one (1) month immediately preceding election time.

D. Who are enrolled in a PT and PTA program which is accredited by CAPTE

Section 3: Terms and Vacancies

A. Members of the Executive Committee shall assume office at the close of the Annual

Meeting following election.

B. The term of office of each Committee member shall be one year.

C. No Executive Committee member shall serve more than two complete consecutive terms in the same office.

D. A complete term shall be defined as one year or more.

E. 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.

F. In the event an officer is inactive and does not fulfill his or her described duties for a period of three or more months, the Executive Committee shall have the authority to remove the individual from office by a two-thirds vote leaving the office vacant. The office may then be filled as prescribed by the Executive Committee.

Section 4: Officers

A. President

Upon completion of one year as Vice-President this person shall assume the role of the President and shall be responsible for assigning duties. The President may attend all committee meetings as a non-voting member. The President shall report at least bi-annually to the TSPTA membership, at Executive Committee meetings, and is responsible for the TSPTA's quarterly report to the Chapter Association and at such other time as may be requested by the Chapter Association's BOD. The President is also responsible for attending the TPTA quarterly Board of Directors meetings but may also send another officer in his or her absence. The President shall be responsible for maintaining contact among TSPTA Executive Committee members and class representatives, identifying a representative from each Texas PT and PTA class, delivering the TSPTA publications, overseeing all TSPTA operations, and delivering all necessary information at the end of his/her term year to all incoming TSPTA officers.

B. Vice-President

The Vice-President shall assume the duties of the President at the request of the President or in the absence or incapacitation of the President. The Vice-President shall be responsible for preparing agendas for all TSPTA and Executive Committee meetings and other duties assigned by the President and or the TPTA Advisor and for getting information to the TPTA for dissemination in different information media as well as disseminating information to the TSPTA class representatives. In the event an officer is unable to complete the term of office, the Vice-President shall have the authority to assume the responsibility of that position until the term ends or an appropriate replacement is found. In the event that the Vice-President position becomes vacant, then the second runner-up shall assume this position. In the event that the Vice-president assumes the responsibility of another officer, the Vice-President will still only have one vote on the executive committee.

C. Secretary

The Secretary shall oversee the election process and be responsible for keeping the minutes of all TSPTA and Executive Committee meetings, and delivering the minutes to the TSPTA President as well as Vice President for posting on the web page and delivery to class representatives. The Secretary shall notify TSPTA members of the date, time, and place of TSPTA meetings. The Secretary shall maintain the TSPTA's membership records and is responsible for maintaining the archives of all official records, documents, and correspondence, and making TSPTA minutes and Bylaws available to the membership or if necessary to the Association.

D. Treasurer

The Treasurer shall have charge of all funds which will be paid out only upon the order of the Executive Committee of the TSPTA, for developing and proposing to the Executive Board the TSPTA's annual budget; for the annual audit of the TSPTA's accounts; for reporting on the financial status of the TSPTA to the annual meeting, to the Executive Committee as requested, and to the Association as needed.

E. PT and PTA Student Delegates

The PT and PTA Student Delegates shall serve the TSPTA by attending the APTA House of Delegates, the APTA National Student Conclave and TPTA Assembly during the TPTA Annual conference as non-voting members followed by sending a written report to the TSPTA President to be included in the TSPTA publications and reports. Also, the Student Delegates will be invited and encouraged to attend meetings of the Texas delegation to the House of Delegates. All meetings are followed by submission of reports to the TSPTA President.

F. Core Ambassador

The Core Ambassador shall serve the TSPTA as their primary liaison to the PT and PTA schools to facilitate communications between TSPTA and the PT and PTA schools. The Core Ambassador will be responsible for updating the PT & PTA school list & school liaison list, gather current pictures of students at conclave, school events and meetings for the use in TSPTA publications and other TPTA publications, and to represent the TSPTA Board on conference calls with the TPTA Student Conclave Planning Committee. The Core Ambassador will serve as the primary link between the Student Assembly Board of Directors and PT and PTA students in each state. The Core Ambassador is responsible for implementing strategies and initiatives to promote student engagement.

G. The TSPTA Advisor

The TSPTA Advisor shall serve as a non-voting member of the Executive Committee, and shall serve as an advisor to the Executive Committee. The Advisor shall be the TPTA Speaker of the Assembly. In consultation with the TPTA Executive Director, the Advisor may appoint a TPTA Staff or another member of the association to assist the Advisor and the TSPTA officers in the operations of the TSPTA.

Section 5: Duties

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and TSPTA policies:

- A. Carry out the mandates and policies of the TSPTA as determined by the membership. The Executive Committee may make and enforce such policy on behalf of the TSPTA as is not inconsistent with the mandates and policies determined by the membership.
- B. Direct all business and determined financial affairs for and on behalf of the TSPTA.
- C. Foster the growth and development of the TSPTA.
- D. Direct and determine the priority of all activities and expenditures in fulfillment of the TSPTA's Purpose and Objectives.
- E. Fill vacancies on the Executive Committee and appointed groups.
- F. Be responsible for creation, appointment, purposes and activities of such appointed groups, as it deems necessary.
- G. Approve the program, time, and place of the annual meeting of the TSPTA.
- H. Review and revise TSPTA policies for consistency of intent and language with such new policies as may be adopted.
- I. Provide for the development and maintenance of a procedure manual to guide the conduct of the TSPTA's business.
- J. Creation of appropriate TSPTA publication (i.e. newsletters, flyers and any additional publications) as deemed necessary by the Executive Committee.

Section 6: Conduct of Business

- A. The Executive Committee shall meet no less than once a year.
- B. The President may call a special meeting of the Executive Committee and shall call a special meeting on the written request of two (2) Committee members.
- C. Four (4) voting members shall constitute a quorum.
- D. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail, fax, telephone, web based communications or other electronic means.

ARTICLE VII: ELECTIONS

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Section 1: Nominating Committee

- A. The Nominating Committee is to consist of three current Texas PT students and two

current PTA students in good standing with the APTA and TPTA. All appointees to the nominating committee should be made by the current President of the TSPTA and shall consist of no more than 1 representative from any one PT or PTA school.

- B. The Chair of the committee shall be elected by the other members of the Nominating Committee.
- C. The President shall sit on the committee as a non-voting member and be involved in all committee meetings and discussions.
- D. The Committee shall:
 - a. Prepare a slate of at least three candidates, if possible, for each position represented on the Executive Committee with the exception of President. The slate of candidates shall be prepared through an application and interview process conducted by the Committee.
 - b. This slate of candidates shall be published and distributed to the members as soon as available, but no later than thirty (30) days before the annual meeting. Candidates should meet the eligibility criteria mentioned in Article VI, Section II.
 - c. If, in any year, the Committee is unable to slate at least two candidates for each position by the designated deadline, the Committee shall solicit additional nominations by sending a list of open positions to the student network of PT and PTA students in Texas. The Committee shall then vote on all nominated candidates by secret ballot. All nominated candidates will be notified at least twenty (20) days prior to elections.

Section 2: Elections

Officers shall be elected by a plurality vote. The Vice-President, Secretary, Treasurer, Core Ambassador, PT Delegate and PTA Delegate shall be elected annually. At the end of the Vice-President's term the Vice-President shall assume the Presidency for the following year. Elections may be held using electronic means but will conclude at the time of the Annual meeting and results shall be disseminated to the membership.

ARTICLE VIII: COMMITTEES

The TSPTA may form committees as deemed necessary by the Executive Committee.

ARTICLE IX: FINANCE **Section 1: Fiscal Year** The fiscal year shall be the same as that of the Chapter Association. **Section 2: Limitations of Expenditures**

No officer of committee member shall expend any moneys not provided in the budget adopted or spend any moneys in excess of the budget allotment, except by the order of the Executive Committee. The Executive Committee shall not commit the TSPTA to any financial obligation in excess of its current fiscal resources. In the event that the TSPTA uses an independent contractor, a letter-of-agreement detailing expectations and a timeline for completion will be necessary. All letters-of-agreement will need to be approved by the TPTA legal counsel.

Section 3: Funding

The TSPTA shall provide a means of self-support which may not include dues, but which may include voluntary contributions.

ARTICLE X: DISSOLUTION

A. The TSPTA may be dissolved by a two-thirds vote of the members present and voting, a quorum being present, at the Annual Business or special called meeting provided it is given ninety (90) days notice and an opportunity to be heard in its own defense before the TSPTA Executive Committee and director of the Association Board.

B. Property and Records If the TSPTA is dissolved, all property and records of whatever nature in the possession of the TSPTA shall, after payment of its *bone fide* debts, be conveyed to the Chapter Association. The Chapter Association shall not be obligated for any debts incurred by the TSPTA unless the TSPTA has been specifically authorized in writing by the TPTA's Board of Directors to act on the behalf of the Chapter Association.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's rules of Order Newly Revised shall govern the TSPTA in all cases in which they are applicable and in which they are not inconsistent with Chapter Association bylaws, the standing rules of the Association, and any special rules of order the Association or TSPTA may adopt.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by the members by two-thirds (2/3) vote, a quorum being present at any meeting of the TSPTA, provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments have been sent to the members of the TSPTA. If the intent of an amendment is editorial or procedural, to bring the TSPTA's bylaws into agreement with those of the Chapter, the amendment shall be made as required by the secretary who shall notify the TSPTA membership of such amendment as soon as practical. Amendments, whether automatic or adopted, shall be effective upon determination by the Chapter Bylaws Committee that they are not in conflict with the Chapter Bylaws approval by the Association.

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