SPTA Bylaws of the University of Oklahoma
Health Sciences Center

Article I
Name

University of Oklahoma Health Sciences Center Student Physical Therapy Association (OUHSC SPTA)

Article II
Purpose

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

Article III
Members

Section 1: MEMBERSHIP CLASSES. The membership of the Association shall consist of two classes:

A. Executive Board Officer. Executive Board Officers will be Masters of Physical Therapy students at the University of Oklahoma Health Sciences Center who shall be referred to as “MSPTs”. The Executive Board is comprised of the president, vice president, treasurer, and secretary.

B. Officer. Officers will be MSPTs at the OUHSC. Offices are in fundraising, community service, social activities, historian, and APTA Student Liaison.

C. Membership. The Membership will be MSPTs currently enrolled at the University of Oklahoma Health Sciences Center.

Section 2: QUALIFICATIONS.

A. Executive Board Officers and Officers. In order to be eligible to serve as an Executive Board Officer and/or as an Officer, an MSPT must be:
   1. A member of the SPTA in good standing
   2. Elected as specified in Article VI
   3. A current member of the American Physical Therapy Association

B. Membership. In order to be eligible for membership, an individual must be enrolled as a MSPT at the University of Oklahoma Health Sciences Center. An individual must meet the following requirements:
   1. attend a minimum of two SPTA meetings per semester (4 per year minimum)
   2. attain two volunteer credits per semester (will vary with different activities, therefore, the officers will decide credits according to each activity)

Section 3: MEMBERS IN GOOD STANDING

A. Executive Board Officer. An individual who meets the qualifications for membership, has paid the appropriate fee, attends all Executive Board, Officer, and General SPTA
Meetings, and agrees to uphold the standards and ethics of the APTA is an Executive Board Officer in good standing.

B. Officer. An individual who meets the qualifications for membership, has paid appropriate fee, attends all regular Officer meetings, and General SPTA Meetings, and agrees to uphold the standards and ethics of the APTA is an Officer in good standing.

C. Membership. An individual who pays the appropriate fee, attends two SPTA meetings or activities in both the Fall and the Spring semesters, and agrees to uphold the standards and ethics of the APTA is a member in good standing.

Section 4: RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING

A. Executive Board Officers. All Executive Board Officers in good standing have the right to formulate and direct the actions of their respective offices. Executive Board members in good standing shall have their name printed on the official University of Oklahoma Health Sciences Center SPTA website.

B. Officer. All Officers in good standing have the right to formulate and direct the actions of their respective offices.

C. Membership. Members in good standing have the right to join and participate in the actions of one or more respective Committees as specified in Article V. Members in good standing have the right to publish articles in the Rehabilitation Sciences newsletter. Members of the University of Oklahoma Health Sciences Center SPTA in good standing shall be entitled to one vote in the election of the officers of the SPTA.

Article IV
Meetings of the Membership of the Association

Section 1: MEETING TIMES

A. Executive Board Meetings: Executive Board meeting will be scheduled (1) one or two weeks prior to the General SPTA Meeting and (2) at a minimum of three times in the Fall semester, three times in the Spring semester, and at least once in the summer semester.

B. Officer Meetings: Officer meetings will occur during certain Executive Board Meetings as specified by the President.

C. SPTA General Meetings: SPTA General Meetings will be scheduled one or two weeks after an Executive Board Meeting and (2) at a minimum of two times in the Fall Semester, two times in the Spring semester, and at least once in the Summer semester.

Section 2: CALL FOR MEETINGS

A. Executive Board and Officers: Executive Board Meetings and Officer Meetings may be called anytime by the (1) President, or (2) Vice-President while consulting President or (3) two-thirds vote of the Executive Board. The meeting must be announced at least 1 week prior to the date of the meeting.

B. SPTA Membership Meetings: SPTA Membership Meetings may be called anytime by the (1) President, or (2) Vice-President while consulting President or (3) two-thirds vote by
the Student Body. The meeting must be announced at least 1 week prior to the date of
the meeting.

C. Committee Meetings: Should committees arise, Committee Meetings can be called
anytime by the (1) Committee Chairperson, (2) President or (3) Vice-President.
Committee Meetings can be created anytime there is a need to focus on a domain that
falls outside any of the duties required of the Executive Board. A Committee
Chairperson will be selected by the Executive Board from the general SPTA
membership.

D. Emergency Meetings: The President or Vice-President can call emergency meetings
anytime, but attendance is not mandatory.

Section 3: ATTENDANCE

A. Executive Board: Any member of SPTA in good standing may attend an Executive
Board Meeting. Attendance is mandatory for all Executive Board members.
Absences of an Executive Board member are excusable if he/she notifies the
President or the designated Executive Officer running the meeting before the day of
the meeting. The acting Secretary will record attendance.

B. Officer Meetings: Any member of SPTA in good standing may attend an Officer
meeting. Attendance is mandatory for all Executive Board Officers and other
Officers. Absences of an Executive Board Officer or other Officer are excusable if
he/she notifies the President or the designated Executive Officer running the meeting
before the day of the meeting. The acting Secretary will record attendance.

C. General SPTA Meeting: Attendance is mandatory for all Executive Board Officers
and other Officers. Absences of all Officers are excusable if he/she notifies the
President or the designated Executive Officer running the meeting. The acting
Secretary will record the attendance.

Section 4: VOTING

A. Quorum. A quorum consists of five people present on each campus. At any
meeting, all voting shall be done in person only and each individual in good
standing shall have one vote.

B. Amendments. At any meeting, a chance for discussion followed by a motion to
adopt an amendment shall require a majority vote of members present at the
meeting. To overturn a previously existing amendment, a discussion followed by
a motion to adopt the new amendment shall require a majority vote of members
present.

C. Counting votes. The Executive Board shall determine the process for counting and
recording a vote.

Article V

Officers

Section 1: OFFICERS. The Executive Board Officers of the Association shall be the President,
Vice-President, Treasurer, and Secretary. Other Officers include: OKC Fundraising Chairperson,
Tulsa Fundraising Chairperson, OKC Community Service Chairperson, Tulsa Community
Service Chairperson, OKC Social Chairperson, Tulsa Social Chairperson, OKC Historian, Tulsa
Historian, and APTA Student Liaison. The organizational design of the SPTA is depicted on Figure 1. The expanded schematic role for the SPTA is shown on Figure 2.

Section 5: DUTIES. It is the responsibility of each officer to become familiar with all of the SPTA Bylaws. It is the responsibility of each officer to fully understand his or her scope and role within SPTA. It is the responsibility of each officer to retain a notebook that includes the SPTA Bylaws, Rehabilitation Sciences Bylaws, and notes pertinent to their respective office. It is the responsibility of each officer to pass this notebook on to the next term’s officer. It is the responsibility of each officer to orient the next term’s officer to his or her position.

Section 6: PRESIDENT. The president of the SPTA will be a first or second year MSPT. Duties include: facilitates actions of all Executive Board Officers and other Officers; facilitates communication between both the OKC and Tulsa campuses; communicates with the Rehabilitation Sciences Student Government, the College of Allied Health Student Council, and the University of Oklahoma Student Affairs; serve as the Oklahoma PTA Student Liaison. The President determines the frequency and duration of Executive Board, Officer, General SPTA, and Committee (if needed) meetings. The president will be elected first. Whichever campus he/she is from the vice-president must be from the other campus.

Section 7: VICE-PRESIDENT. The Vice-President will be a first or second year MSPT. Duties include: collaborate with the president, assist in the supervision and facilitation of actions set forth by the Executive Board and Officers. The Vice-President assumes all roles of the President at events in which the President is unable to attend. Whichever campus the elected President is from, the Vice-President must be from the other campus.

Section 8: TREASURER. The treasurer shall be a first or second year MSPT. Duties include: maintain financial records, collect and deposit acquired funds into the SPTA account at the University of Oklahoma Health Sciences Center. Act as travel agent for state and national PTA conferences. Uphold duties outlined in Article X. Whichever campus the elected Treasurer is from, the Secretary must be from the opposite campus.

Section 9: SECRETARY. The Secretary will be a first or second year MSPT. Duties include: record the minutes given at the Executive Board, Officer, and General SPTA meetings; distribute SPTA announcements; coordinate the location and timing of meetings with the COAH Student Affairs for both campuses; maintain financial records, collect and deposit funds acquired from the campus in which the secretary resides. Whichever campus the elected Treasurer is from, the Secretary must be from the opposite campus.

Section 10: FUNDRAISING CHAIRPERSONS. The Fundraising Chairpersons will be first or second year MSPTs. There will be one for the OKC campus and one for the Tulsa campus. Duties include: communicate with the Fundraising Chairperson from the other campus, formulate and facilitate a Fundraising Committee that will (1) plan and conduct fundraising events within the rules and regulations of the COAH. (2) Store and maintain inventory of all non-monetary fundraising resources. (3) Keep record of the number of hours each member has contributed to fundraising. (4) Give all money fundraised to Treasurer.
Section 11: COMMUNITY SERVICE CHAIRPERSONS. The Community Service Chairpersons will be first or second year MSPTs. There will be one for the OKC campus and one for the Tulsa campus. Duties include: communicate with the Community Service Chairperson from the other campus, formulate and facilitate community service events that will organize and promote SPTA volunteer involvement on campus and in the community; coordinate physical therapy promotion on campus and community especially during PT Month in October.

Section 12: SOCIAL CHAIRPERSONS. The Social Chairpersons will be first or second year MSPTs. There will be one for the OKC campus and one for the Tulsa campus. Duties include: communicate with the Social Chairperson from the other campus; organize formal and informal social events to increase inter-campus and inter-class socialization.

Section 13: HISTORIANS. The Historians will be first or second year MSPTs. There will be one for the OKC campus and one for the Tulsa campus. Duties include: communicate with the Historian from the other campus; maintain a photo album of all members in the manual, as per Article VII; conduct projects for historical records; maintain an up-to-date bulletin board; serve as public relations for local and national newsletters and newspapers.

Section 14: AMERICAN PTA STUDENT LIASON. The APTA Student Liaison will always be a second or third year student. Duties include: serving as liaison between OUMSPT students and the national APTA conventions; poll all SPTA members prior to the Annual APTA conference about their advocations and concerns about current issues and proposed resolutions, relay pertinent information gathered from the conference to all members of SPTA; give a talk to SPTA members about the conference experience and issues addressed. Any conference the Student Liaison is not able to attend, a Temporary Liaison must be appointed via majority vote in a General SPTA meeting. This Temporary Liaison will assume all duties of the APTA Student Liaison until the conference is over. Any Officer or Member can hold this position in good standing.

Article VI
Nominations and Elections

Section 1: ELECTIONS.
A. Elections of the Executive Board Officers and other Officers will be by a majority vote received from SPTA members. Elections can occur only when a quorum is present as specified in Article IV, Section 4-A.
B. Officers of the Association shall be elected by individual vote of the Association’s voting members in good standing. In order to ensure continuity of leadership experience, elections of officers will occur in late November. Offices will be voted upon in the order listed in Article V, Section 1.

Section 2: ELIGIBILITY AND QUALIFICATIONS. In order to be eligible for an Executive Board Office or any other Office, the member must be in good standing with SPTA as outlined under Article III, section 3.
Section 4: TERMS OF OFFICE. The term of office spans from the beginning of winter break to the end of the fall semester the following year. No officer may serve more than two consecutive terms in the same office.

Section 2: RUNNING FOR OFFICE
A. Preparation. Nominations will be turned in one week prior to the election meeting. (Re-open nominations at the meeting)
B. Nomination. In the event that no SPTA member runs for an office needed, a motion for nomination occurs within 2 days of the election. SPTA members are encouraged to nominate an individual or a number of individuals within good standing that they feel would best suit the office. In order for a motion of induction to occur, the chosen SPTA member(s) must accept the nomination for office. If more than one individual accepts the nomination, blank ballots with the name of the officer are submitted and counted. The member with the most votes will be inducted into office.
C. Opportunity for Self-Promotion. Before ballots are distributed to the voting SPTA members, each candidate will be given a one to two minute opportunity for self-promotion via speech as to why they feel they would be an ideal candidate.
D. Voting for Candidate. Each SPTA member will vote for one candidate, except the President, who will not vote as per Article VI, Section 2, Part E. No candidate can receive more than one executive office.
E. Tie Vote. In the event of a tie vote, the ballots shall be recounted. A runoff should occur between the tied candidates. If the results are still tied, the President will make the determination as to who receives the office.

Section 5: ANNOUNCEMENT. The results of the election will be announced by the outgoing President at the conclusion of the Meeting. However, the newly elected officers do not hold office until the new term, which begins after the Fall Semester Finals. The Secretary will retain the ballots until the end of the meeting, after which, the ballots shall be destroyed. All candidates’ names will be posted on the PT Bulletin Board and published in the SPTA portion of the Rehab Sciences Newsletter.

Article VII
SPTA Manual

Section 1: LOCATION. All SPTA Manuals past and present will be located in the Department of Rehabilitation Sciences Library. Its existence and contents must be announced once each semester.

Section 2: CONTENTS. The SPTA Manual will include at least all of the following: a photograph and membership listing of all those on the Executive Board for that year, a copy of the SPTA Bylaws, OPTA and APTA membership applications, all editions of the SPTA Newsletter, and both the pre and post Conference mailers for the APTA Conference attended.

Article VIII
Membership of Other Professional Associations
Section 1: AMERICAN PHYSICAL THERAPY ASSOCIATION. The SPTA membership will strive to achieve a high percentage of student membership to the American Physical Therapy Association (APTA). Applications for membership will be distributed in the fall semester. SPTA members having APTA membership will be highly encouraged to attend each year’s Annual APTA Conference.

Section 2: OKLAHOMA PHYSICAL THERAPY ASSOCIATION. The SPTA membership will strive to achieve a high percentage of student membership to the Oklahoma Physical Therapy Association (OPTA). Applications for membership will be distributed in the fall semester. SPTA members having OPTA membership will be highly encouraged to attend each year’s Annual OPTA Conference.

Article IX
Specialty Sections

Section 1: FUNDING FOR CONFERENCES. It is the responsibility of the Fundraising Committee to raise funds to go towards the travel, lodging, and registration expenses of members of the SPTA attending OPTA and APTA conferences. The Executive Board will determine allocation of specific funds for the above expenses.

Section 2: HISTORIAN PHOTO ALBUM. The Historian Photo album will be maintained each year. The historian makes sure that pictures are taken at each event.

Section 3: SPTA BYLAWS. The SPTA Bylaws shall be distributed to each Executive Board member at the first Executive Board Meeting of the Spring semesters and open for questions at the second Executive Board Meeting for that semester. Each Executive Board member is to retain his or her own personal copy.

Article X
Annual Budget

Section 1: ROLE OF THE TREASURER. In addition to Article V, Section 9, the Treasurer will: distribute an updated SPTA Budget Report to all Executive Board Members at each Executive Board Meeting, collaborate with Executive Board members and the Student Government Association to acquire all “Anticipated Funds” of income, and distribute copies of the updated SPTA Budget Report to the Newsletter Editor for the mailing to all MSPTs.

Section 2: ALLOCATION OF FUNDS. Each school year, the Executive Board will form an annual SPTA Budget Report. Requiring a two-thirds vote, the Executive Board may: transfer a previously quoted budget amount for any given category to another category; and allocate additional funds required of an event to activity that surpasses its original budget amount.

Section 3: UTILIZATION OF FUNDS. The treasurer under the following conditions can reimburse executive Board Officers and Officers: Permission of expense was granted by an Executive Board member and a receipt is presented to for all purchases.
Figure 1. University of Oklahoma Student Physical Therapy Association Office

- Executive Board
  - President
  - Vice-President
  - Treasurer
  - Secretary

- SPTA Office
  - Fundraising Officers
  - Reports to Treasurer
  - Community Service
  - Social Chair
  - Historians
  - APTA Student
  - Special Committee

Figure 2. SPTA and the University of Oklahoma

- OUHSC Student Association
- OU Tulsa Student Association
  - SA Senate & Executive Board
  - College of Allied Health Student Council
  - Rehabilitation Sciences Student Government
    - Class Officers
    - SOTA
    - SPTA