

Physical & Occupational Therapy Club Constitution

Article I – Name

The name of this organization shall be the Physical & Occupational Therapy Club at Christopher Newport University.

Article II – Purpose

The purpose of the club shall be (a) to foster a wide student interest and participation in activities by providing leadership, programs, and service and (b) to assist students in developing skills and leadership.

Article III – Membership

Section 1. Any student regularly enrolled in Christopher Newport University may become a member of Physical & Occupational Therapy Club with voting and office-holding privileges. The standards of qualification and the amount of dues to be paid shall be determined by the club.

Section 2. Dues, having been decided on by the organization shall be paid by members only. Due amount will be determined by club leadership.

Section 3. The Physical Therapy Club shall not have any prospective member for the purpose of admission into or affiliation with the organization. Members of the Physical & Occupational Therapy Club are free to leave without fear of retribution or harassment. The Physical & Occupational Therapy Club shall not discriminate based on race, creed, color, sex, age, national origin, disability and sexual orientation.

Article IV – Executive Officers

Section 1. For the year of 2022-2023 until the new executive board is elected, the executive officers of the Physical & Occupational Therapy Club shall consist of one President and one Vice President.

Section 2. After elections in Spring 2023, the executive officers of the Physical & Occupational Therapy Club shall be as follows: President, Vice-President, Secretary, and Treasurer. The aforementioned officers shall constitute the Executive Committee.

Article V – Duties of the Executive Officers

Section 1. The executive officers and the executive officer board (elected for one calendar year terms) [hereafter referred to as the officer(s) and their duties of the organization shall be (in order of succession):

- A. President: Shall serve as the general head of the club, preside at all meetings of the club, represent the club at all functions and to all authorities. Shall communicate with the club advisor at least once a month. Shall uphold the Constitution and by-laws of the

Physical & Occupational Therapy Club. Shall perform tasks as prescribed by the club, and club Constitution and by-laws. The President shall plan meetings of the Physical & Occupational Therapy Club and its executive board. The President shall be a non-voting member of the executive board.

B. Vice President: Shall serve in the absence of the President. Shall preside at all meeting of the club, represent the club at all functions and to all authorities. Shall communicate with the club advisor at least once a month. Shall uphold the Constitution and by-laws of the Physical & Occupational Therapy Club. Shall perform tasks as prescribed by the club, and club Constitution and by-laws. The Vice President shall also organize graduate school panels for the Club and attend to the needs of the operations of the Club.

C. Secretary: Shall develop and maintain all club records, meeting agendas, and meeting minutes. Shall communicate with the club advisor at least once a month. Shall be responsible for completing and submitting all administrative data required by the club and university in a timely and accurate manner. Shall perform tasks as prescribed by the club, and club Constitution and by-laws.

D. Treasurer: Shall manage and maintain the club's financial affairs, subject to the supervision of the club advisor. Shall communicate with the club advisor at least once a month. Shall perform tasks as prescribed by the club and club Constitution and by-laws. Shall prepare monthly financial statements for the club.

Article VI – Meetings

Section 1. The regular meetings of The Physical & Occupational Therapy Club shall be determined by the President and the officers.

Section 2. Special meetings may be called by the President at his/her discretion.

Section 3. 50 percent of the membership constitute a quorum.

Section 4. Members must attend 50 percent of the meeting to vote.

Article VI – Elections

Section 1. Nomination of officers shall take place yearly during the first week of March. Election of officer shall take place yearly during the first week of March.

Section 2. Any student is eligible for nomination as an officer of the Executive Committee who: (a) holds a cumulative grade point average of 3.2 or above and (b) fulfills the qualification as set up by the Executive Committee.

Section 3. A vacancy in any in any office, except the Presidency, shall be filled only by an election held among the members of the Physical & Occupational Therapy Club.

Article VIII – Recall of Officers

Officers of the organization may be dismissed for cause if due process is followed. Grounds for dismissal include dereliction of duties. A motion for a recall of an officer requires of 2/3 vote.

Article IX – Amendments

Amendments to this Constitution may be proposed to the voting membership by majority vote of the voting membership. Amendments shall be declared adopted after being presented to the voting membership at a meeting of the membership, then voted on and passed by majority vote in the following meeting.

Article X – Bylaws

Bylaws, not inconsistent with the Constitution, may be adopted or amended by 2/3 vote of regular or special meetings, providing the by-laws are submitted in writing at least one week previously at either a regular or special meeting of the general membership.

Article XI – Role of the Advisor

A CNU faculty or staff member shall serve as advisor. The advisor of the organization shall provide support, counseling, and guidance in all situations. The advisor is expected to attend meetings as called on by the membership and offer advice. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state, and local laws.

Article XII – Responsibilities

The Physical & Occupational Therapy Club shall adhere to University policies and all city, state, and federal laws.

Article XIII – Ratification

This Constitution shall become effective upon ratification by a majority of the organization's membership and Office of Student Activities.

Signed,

Sarah Flinn

03/21/2023

Club President

Date