**Constitution**

**Pre-Physical and Pre-Occupational Therapy Club**

**Article I.**

**Name**

Section 1. The name of this organization shall be Pre-Physical and Pre-Occupational Therapy Club.

**Article II.**

**Object of Purpose**

The purpose of this organization shall be to help prepare and educate pre-physical and pre-occupational therapy students for graduate school, and for the profession of Physical or Occupational Therapy.

**Article III.**

**Membership**

Section 1. Membership in this organization is open to anyone, especially those interested in becoming a physical therapist, occupational therapist or going into other related fields.

Section 2. There will be $10 membership fee collected annually at the beginning of each fall semester of the school year.

Section 3. Hold a specific number of volunteer hours, up to the current board to determine, to be considered an “Active” Club Member

**Article IV.**

**Officers**

Section 1. The officers of this organization shall be President, Vice President, Secretary, Treasurer and two Volunteer Coordinators.

Section 2. The duties of each officer include:

1. President: The duties of the president include setting up and running the club meetings, and becoming the main contact for the club if anyone has questions or concerns.
2. Vice President: The duties of the vice president include posting up meeting and recruiting signs and posters, as well as keeping a record of all current club members. Vice President is also in charge of planning club social events.
3. Treasurer: The duty of the treasurer is to keep record of all club funds and in charge of ordering club apparel.
4. Secretary: The duty of the secretary is to take notes during the meetings on the information covered, along with providing club members (by email) a detailed list of the topics discussed.
5. Volunteer Coordinators: The duty of the Volunteer Coordinators are to find volunteer opportunities for club members and inform them of these events. It is also their duty to keep track of club member’s volunteer hours.

Section 3. Candidates are to fill out an application if they desire to run for a club office.

Section 4. A candidate must receive a majority of votes of those present-and-voting, by board members who are currently not applying, to be elected into office.

Section 5. All officers shall be elected by secret ballot, or the use of forums on Org Sync, at the last club meeting of the Spring semester.

Section 6. All current board members have the right to hold their current position into the following year term. If a current board member would like to change position, they will need to reapply.

Section 7. If a vacancy occurs, it shall be filled at a special meeting called for the purpose of electing the officer. Members shall be given at least forty-eight hours notice of this special meeting.

Section 8.

 a. Officers must be in good academic and disciplinary standing at the time of
 their election and remain in good standing during their tenure in office.

 b. Officers must hold at least a 3.0 cumulative GPA to remain in office.

Section 9. Any officer who has failed to fulfill their responsibilities may be removed by a two-thirds vote by the current board members during a special meeting held for this purpose. A petition for the removal of an officer must be submitted to the entire board at least one week prior to the special meeting and all parties concerned shall have the opportunity to present their case. Proceedings in such cases shall be confidential. A vacant office shall be filled according to Section 7.

**Article V.**

**Meetings**

Section 1. Meetings shall be held bimonthly.

Section 2. Special meetings have to be called by the President or any three members provided that all members have been notified at least twenty-four hours before.

Section 3. Fifty-one percent or more of the voting membership is necessary to constitute a

 quorum.

**Article VI.**

**Parliamentary Authority**

Meetings will be run by parliamentary authority as defined in Robert’s Rules of Order, Revised.

**Article VII.**

**Finances**

Section 1. A ten-dollar fee will be collected at the first meeting during the fall semester.

Section 2. a. All funds will be deposited in a checking account at Wells Fargo Bank, or in a MSU Recognized Organization account.

1. All current board members should approve club purchases.

**Article VIII.**

**Reading the Constitution**

Section 1. The constitution and by-laws shall be read and made available to all members at the first meeting of each year.

**Article IX.**

**Advisors**

Section 1. a. One advisor shall be selected by the organization.

 b. These advisors must be approved by SLD&SL.

 c. The advisor must be a University Faculty/Staff member.

Section 2. The duties of the advisor include:

1. Assist the group with any questions they may have.
2. Attend meetings and functions when possible.

**Article X.**

**Method of Amendment**

This constitution may be amended at a regular meeting by two-thirds vote of all

board members. The proposed amendment(s) shall be submitted in writing to all

members of the organization at least seven days before being voted upon.