

## **Northwestern University Physical Therapy Alumni Association (NUPTAA) Rules**

### Mission Statement

NUPTAA facilitates a collegial relationship among our physical therapy graduates and promotes continued interest in communication with, and support of physical therapy education programs at Northwestern University.

### Membership

1. All physical therapy graduates of Northwestern University are entitled to Association membership.
2. All members are entitled to attend all functions of the Association and to receive all publications.
3. All members are eligible to hold office and to vote.

### Board of Directors

1. The Board shall have a minimum of 15 voting members.
2. The Coordinator of Alumni Affairs for the Department of Physical Therapy and Human Movement Sciences shall be ex-officio, without a vote.
3. The Board may appoint individual(s) to serve as Honorary members. The Board will review Honorary membership status on a yearly basis. Honorary members shall not have a vote.
4. The immediate past President of the Association may serve as an Honorary member for a term of one (1) year following election of new President.

### Nomination and Appointment

1. The President and Vice-President shall be appointed by the Board.
2. The Nominating Committee shall solicit nominations for the Board of Directors from Association membership and make recommendations to the Board. The Committee will take into account diversity of interests, geographical distribution, age, gender, interests, etc.
3. The Board determines procedure and timing of nominations and appointments.

4. Newly appointed members of the Board shall take office at the beginning of the first in person meeting following the appointment.

### Qualifications and Duties

#### 1. President

- a. Nominated and elected by the Board in even numbered years.
- b. Must have served on the Board in any one of the immediately preceding three (3) years.
- c. Term of office will be two (2) years.
- d. May serve no more than two (2) consecutive terms as President.
- e. Duties:
  - Preside at all meetings of the Board and Association
  - Serve as ex-officio member of all committees with exception of Nominating Committee
  - Serve as official spokesperson for NUPTAA
  - Work with Coordinator of Alumni Affairs to facilitate effective and efficient conduct of Board and Association business

#### 2. Vice-President

- a. Nominated and elected by the Board in even numbered years.
- b. Must have served on the Board for a minimum of one (1) year.
- c. Term of office will be two (2) years.
- d. May serve no more than two (2) consecutive terms as Vice-President.
- e. Duties:

- Assist the President as requested
- Serve in the President's role in the absence of the President
- In the event of a vacancy in the office of the President, the Vice-President will succeed to the presidency for the unexpired portion of the term
- Serve as liaison to the Awards Committee
- Serve on committees as assigned

#### 3. Directors

- a. Term of office shall be three years.
- b. Terms: Complete term of a Director is defined as three (3) years. Complete term of President and Vice-President is defined as two (2) years. President and Vice-President: Total

time in office shall not exceed two (2) three (3) year consecutive terms as Director plus two (2) two year consecutive terms as either President or Vice-President.

c. When a board member's term of office has expired, the board and the coordinator of alumni affairs may choose to extend the term. This applies only if the director has been an active and engaged member as defined by meeting all duties in "Qualifications and Duties" section 3(e)."

d. Vacancies: In the event of a vacancy, the vacancy shall be filled by appointment of the President, with the approval of the Board. If any member of the Board fails to fulfill her/his duties or demonstrates behavior that is in conflict with the professional and ethical standards of the Department, the University, or the profession of physical therapy, she/he may be removed from the Board at any time by a majority vote of the Board.

e. Duties:

- Serve as the official voice of the NUPT Alumni Association
- Hold the authority and responsibility to establish policies and procedures that ensure the timely and effective functioning of the Association
- Act as channels of communication between alumni and the Department of Physical Therapy and Human Movement Sciences
- Establish goals and priorities of the Association annually
- Conduct the business of the Association through participation in scheduled meetings and timely communication between meetings.
- Attend a minimum of 2/3 (two thirds) of the meetings scheduled during a term of office
- Active participation on two committees
- Attend alumni weekend
- Participate in annual giving at some level

### Conduct of Business

The Board shall meet as needed, either virtually or in person. One of the meetings shall take place during NUPTAA Alumni Weekend. Five members of the Board, including the President and/or Vice-President, shall constitute a quorum. The President may call a special meeting of the Board and must call a special meeting on written request of five (5) members of the Board. Notice of all meetings shall be sent to all members of the Board by postal mail or any telecommunications method. The same shall apply when a decision is needed between meetings of the Board.

### Meetings

There will be a yearly meeting of the Association held during the annual Alumni Weekend to update the membership on Association activities. Special meetings may be called by the President in consultation with the Board or upon the written request and formal petition of not less than one (1) per cent of the NUPTAA membership.

### Revision to Rules of NUPTAA

These rules may be repealed or revised by a two-thirds vote of the Board. Notice of changes will be distributed to NUPTAA membership.