

NORTHWESTERN UNIVERSITY PHYSICAL THERAPY ALUMNI ASSOCIATION

BY-LAWS

ARTICLE I. NAME

The name of this Association is the Northwestern University Physical Therapy Alumni Association, hereinafter referred to as the Association.

ARTICLE II. 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.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications

All physical therapy graduates of Northwestern University (entry level and post-professional) are entitled to Association membership.

Section 2. Rights

- a. All members shall receive the Northwestern University Physical Therapy Newsletter and be entitled to attend all functions of the Association.
- b. All members are eligible to hold office and to vote, as specified in these bylaws.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Composition

- a. The Board shall have 15 elected members with a minimum of 5 who are from the Chicago area.
- b. The three officers of the Association together with the directors shall constitute the Board of Directors. The Coordinator of Alumni Affairs for the Department of Physical Therapy and Human Movement Sciences shall be an ex-officio member, without vote.
- c. Executive Committee
The Executive Committee shall consist of the President, Vice President, and the Member-At-Large. The Member-at-Large, shall be elected to the Executive Committee annually by members of the Board of Directors. The President and Vice President may not vote for the Member-at-Large.

Section 2. Qualifications

All members of the Association are eligible to serve.

Section 3. Nomination and Election

All members of the Association are eligible to nominate and vote for the Board of Directors. Candidates for President will be nominated by the Board while the Vice President may be nominated by the Board or the Association membership. Both the President and Vice President will be elected by the Association membership. The Member-at-Large of the Executive Committee must be a current member of the Board and will be elected by members of the Board who are not on the Executive Committee. The Board will determine procedure and timing of nominations and elections.

Section 4. Officers

The officers of the Association shall be the Executive Committee, which shall have three members: President, Vice President, and Member at-Large.

1. President

- a. nominated by the current Board of Directors
- b. elected by the general membership of the Association in even numbered years
- c. takes office on January 1st following their election
- d. term of office will be two (2) years
- e. can be re-elected but may serve no more than two (2) consecutive terms as President
- f. qualifications: must have served on the Board of Directors in any of the immediately preceding three (3) years
- g. Duties
 - aa. preside at all meetings of the Board, Executive Committee and Association
 - bb. serve as ex-officio member of all committees with the exception of the Nominating Committee
 - cc. serve as the official spokesperson of the NUPTAA
 - dd. works with the Coordinator of Alumni Affairs of the NUPT-HMS to facilitate the efficient and effective conduct of the Board and Association business.

2. Vice President

- a. nominated by the current Board of Directors or Association membership
- b. elected by the general membership of the Association in even numbered years
- c. takes office on January 1st following their election
- d. term of office will be two (2) years
- e. can be re-elected but may serve no more than two (2) consecutive terms as Vice President
- f. qualifications: must have served on the Board of Directors for a minimum of one (1) year

- g. Duties:
 - aa. assist the President as assigned
 - bb. serve in the President's role in the absence of the President
 - cc. in the event of a vacancy in the office of President, the Vice President will succeed to the Presidency for the unexpired portion of the term
 - dd. serves as Board Liaison to the Awards Committee
 - ee. serves on committees as assigned.

3. Member-at-Large

- a. elected from and by the current Board of Directors
- b. elected annually at the fall BOD meeting
- c. takes office on January 1st following their election
- d. term of office will be one (1) year
- e. can be re-elected but may serve no more than two (2) consecutive terms as Member-at-Large
- f. qualifications: must have served on the BOD for a minimum of one (1) year by the time they take office
- g. Duties:
 - aa. represents the NUPTAA Directors on the Executive Committee
 - bb. Board Liaison to the Nominating Committee
 - cc. in the event of a vacancy in the office of the Vice President, the Member-at-Large will succeed to the Vice President position for the unexpired portion of the term
 - dd. serves on committees as assigned
- h. in the event of a vacancy in the Member-at-Large position, the Board of Directors (excluding the President and Vice President) will elect a new Member-at-Large to complete the term.

4. Student Representatives

- a. each current NUPT-HMS class may be represented on the BOD
- b. are elected annually by their class
- c. may be re-elected
- d. qualifications: must be a current entry-level degree student in good standing at NUPT-HMS
- e. Duties
 - aa. represent their class on the BOD
 - bb. attend BOD meetings as able
 - cc. serve as non-voting members of the BOD
 - dd. participate in committees as assigned.

Section 5. Tenure

- a. Members of the Board of Directors shall assume office as of January 1 following the annual election.
- b. The term of office of each member of the Board of Directors shall be three years or until a successor is elected.

- c. No member shall serve more than two consecutive terms on the Board of Directors.
- d. A complete term for a member of the Board of Directors shall be defined as three years. A complete term for an Officer shall be defined as 2 years. Total time in office shall not exceed two 3 year consecutive Board of Directors terms plus two 2 year consecutive executive officer terms either in office of vice-president or president.
- e. The term of any member of the Board of Directors may be extended to coincide with an executive Board of Director position.
- f. Vacancies

In the event that a position on the Board of Directors becomes vacant, the vacancy shall be filled by appointment of the President with the approval of the other Board members.

If any Board member fails to fulfill his/her 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, he/she may be removed from the Board at any time by a majority vote of the Board.

Section 6. Duties and Responsibilities

Board Members shall:

- a. Serve as the official voice of the NUPT Alumni Association.
- b. Hold the authority and responsibility to establish policies and procedures that ensure the timely and effective functioning of the Association.
- c. Act as channels of communication between alumni and the Department of Physical Therapy and Human Movement Science.
- d. Establish the goals and priorities of the Association annually.
- e. Conduct the business of the Association through participation in scheduled meetings and timely communication between meetings.
- f. Attend a minimum of 2/3 (two thirds) of the meetings scheduled during a term of office as well as participate in assigned committees.

Section 7. Conduct of Business

- a. Board of Directors

The Board of Directors shall meet twice yearly: in the fall during Alumni Weekend and in the spring. Five members, 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 5 members of the Board. Notice of all meetings shall be sent to all members of the Board of Directors. Notice may be made by mail or any telecommunications method. The same shall apply when a decision is needed between meetings of the Board.
- b. Executive Committee

The Executive Committee shall meet not less than twice a year and shall exercise the power of the Board of Directors between its meetings.

ARTICLE V. MEETINGS

There will be a yearly meeting of the Association held during the annual Alumni Weekend to update the membership on the Association's activities.

Special meetings may be called by the Association President in consultation with other members of the Executive Committee and/or Alumni Association Board, or upon the written request and formal petition of not less than one percent of the Alumni Association membership.

ARTICLE VI. DEPARTMENT REPRESENTATIVE

The primary Department liaison for conducting Alumni Association business will be the Coordinator of Alumni Affairs, who is appointed by the Chair of the Department of Physical Therapy and Human Movement Sciences.

ARTICLE VII. AMENDMENTS

These bylaws may be repealed, revised or amended, in whole or in part, by a two-thirds vote of the Board.

Notice of a proposed change will be sent to the Coordinator of Alumni Affairs or the President of the Alumni Association at least six weeks prior to the next regularly scheduled meeting of the Board and will be included in the notification of that meeting.

Originated: 9/16/03

Revised: 5/2005, 10/28/05, 04/05/08