

**CONSTITUTION, BYLAWS, AND POLICIES OF THE PHYSICAL  
THERAPY STUDENT ASSOCIATION**

**UNIVERSITY OF TORONTO**

**2022 – 2023**

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# **CONSTITUTION**

The Constitution is the statement of the fundamental principles of the Physical Therapy Student Association.

## **ARTICLE I – NAME**

The formal name of the non-profit organization shall be the Physical Therapy Student Association. The Physical Therapy Student Association can also be referred to, in short, as the PTSA. It shall hereafter be called “The Association.”

## **ARTICLE II - OBJECTIVES**

The objectives of The Association shall be:

1. To promote educational, professional, and social interaction among members of the Physical Therapy program at the University of Toronto (Physical Therapy will hereafter be referred to as PT);
2. To enable participation of members in the wider opportunities available within the University of Toronto;
3. To promote public awareness of the roles of PT;
4. To promote awareness of current professional and political issues, especially those related to healthcare and/or PT;
5. To promote awareness of and advocate for members’ needs to the Rehabilitation Sector, the Temerty Faculty of Medicine, the University of Toronto, and other appropriate organizations (i.e., CPA, CPO, OPA);
6. To organize activities for the members;
7. To recognize and award the merit of individual members.

## **ARTICLE III - AFFILIATION**

### **Section 1.0 – Affiliation with the University of Toronto Graduate Students’ Union**

The Association is affiliated with, and a constituent of, the University of Toronto Graduate Students’ Union, hereafter called the “UTGSU”.

### **Section 2.0 - Inter-Departmental Collaboration**

The Association strongly supports collaboration with Occupational Therapy, Speech-Language Pathology, and Rehabilitation Sciences Institute students in social and professional activities, along with collaboration with other students in the Temerty Faculty of Medicine and the wider University of Toronto community. Directors of The Association will meet with those of other student associations and organizations to facilitate this collaboration as needed.

The aims of such collaborations are as follows:

- To act as a vehicle of communication between the membership, the Rehabilitation Sector, the Temerty Faculty of Medicine, and the University of Toronto;
- To work with the Rehabilitation Sector and the Temerty Faculty of Medicine to support the educational and professional development of the members;
- To support the sharing of knowledge and research experience between members and other professionals or professional students;
- To encourage interprofessional teamwork and social events between departments.

#### **ARTICLE IV – EXECUTIVE DIRECTORS**

The Executive Directors of The Association shall be the Co-Presidents and the Senior Treasurer.

#### **ARTICLE V – RULES**

The rules contained in the latest edition of Robert’s Rules of Order, where they are not inconsistent with this constitution or any special rules of order The Association may adopt, shall informally govern The Association.

#### **ARTICLE VI – AMENDMENTS**

The Constitution may be amended by a nine-tenths vote of all Directors present at a meeting of The Association in which quorum is met. Amendments may be submitted by any member of The Association and must be received by the Directors at least two weeks prior to the meeting during which the amendment(s) will be voted upon. It is the responsibility of each Director of The Association to, then, review the proposed amendments prior to the meeting during which they will be voted upon in order to be able to make an informed decision.

## **BY-LAWS**

The By-laws are a more detailed statement of The Association regulations deemed to be so necessary that they can only be changed by a nine-tenths vote of all Directors present at a meeting of The Association in which quorum is met.

### **ARTICLE I – POWERS**

The powers of The Association shall be:

- A. To manage, direct, and supervise the business, property, and funds of The Association
- B. To represent members in all matters related to The Association's objectives

### **ARTICLE II – MEMBERS**

#### **Section 1.0 – Statutory Members**

The statutory members of The Association shall be:

- A. All students registered within the Department of Physical Therapy, Temerty Faculty of Medicine at the University of Toronto

Duties, rights, and privileges of a statutory member shall be designated by:

- A. The Constitution, By-Laws, Policies, and Procedures of The Association
- B. The Constitution, By-Laws, Policies, and Procedures of the UTGSU

Statutory members of the Association shall be:

- A. Entitled to an equal, statistically sound vote in all elections and referenda of The Association
- B. Entitled to nominate or be nominated in all elections of The Association as defined in article IV, section 4.0 of the By-laws
- C. Entitled to attend and speak at any meetings of The Association upon request
- D. Entitled to attend, speak, and hold one vote at any general meetings of the Association

#### **Section 2.0 – Other Members**

There shall be no other members.

### **ARTICLE III – RELATION TO THE UNIVERSITY OF TORONTO GRADUATE STUDENTS' UNION**

The Association is affiliated with, and a constituent of, the UTGSU. The Association shall have three representatives on the UTGSU Assembly. These representatives will hold office for a two year term, with one or two new representatives in their first year of study being elected annually to ensure the quota of three representatives is always met. Should a vacancy occur in any of these three UTGSU representative positions a special election will be held to fill the position(s). Under these circumstances the position(s) may be filled by a PT student in any year of study and that student will hold office until they graduate. Should The Association be unable to fill the position(s) they will select another member from the Directors to sit on the UTGSU Assembly for the remainder of that term, ensuring the quota of three representatives is always met.

### **ARTICLE IV – DUTIES AND ORGANIZATION OF THE ASSOCIATION**

#### **Section 1.0 – Duties of the Association**

The duties of The Association shall be:

- A. To hold regular meetings to discuss and resolve the actions of The Association
- B. To receive and address reports, recommendations, and requests from members of the Association
- C. To direct and support individual councillors in their actions on behalf of The Association
- D. To approve the distribution of the Association's funds
- E. To facilitate the organization of a variety of events and activities for members
- F. To promote and further the objectives of The Association as defined in the Constitution, article II

### **Section 2.0 – Directors**

The Association shall consist of:

- A. Two Co-Presidents
- B. Senior Treasurer
- C. Junior Treasurer
- D. Two Communications Officers
- E. Two First Year Class Representatives
- F. Three UTGSU Representatives
- G. Two Athletic Directors
- H. Four Professional Development Directors
- I. Social Director
- J. Yearbook Director
- K. Two Interprofessional Education (IPE) Representatives
- L. Clothing Representative
- M. Two Community Philanthropic Directors
- N. Two Equity Representatives
- O. Two Sustainability Representatives

### **Section 3.0 – Duties of Directors**

General Duties of all Directors shall be:

- A. To attend all meetings of The Association and to review the minutes of any meetings missed
- B. To participate in the discussions and activities of The Association
- C. To read, understand, and follow the Constitution, By-Laws, Policies, and Procedures of The Association
- D. To consult the Junior and Senior Treasurers for any matters related to the funding of events and/or initiatives
- E. To provide an activities update at each meeting of The Association
- F. To facilitate the onboarding of all newly elected Directors in their current/previous position

Specific Duties of the Co-Presidents shall be:

- A. To set the date for, prepare the agenda for, book the meeting room/provide the Zoom link for, and preside over all Association meetings
- B. To monitor the timeline of events and be responsible for the delegation and completion of all Association members' duties
- C. To act as a liaison between the Department of Physical Therapy and The Association, the Temerty Faculty of Medicine and The Association, and Alumni Associations and The Association
- D. To act as a representative of The Association at University functions or to relevant organizations or appropriately delegate this task

- E. To organize, promote, and facilitate The Association's Directors elections
- F. To enhance rehabilitation student unity by connecting with Occupational Therapy and Speech-Language Pathology association presidents to facilitate the onboarding of all newly elected Directors in their current/previous position, as well as collaborate on annual initiatives (ie. Professional Jobs fair, networking nights, intramurals, social events, etc.)
- G. To give a toast at the previous year's Grad Formal (P-ROM)
- H. To pass experience to and onboard the new Co-Presidents for the following year prior to finishing their term
- I. To collect nominations from the graduating classes for Association sanctioned awards
- J. To facilitate communication of Association issues, activities, and information to all members of The Association
- K. To complete the UTGSU's course union orientation alongside The Association's UTGSU representatives
- L. To hold the position for one year

Specific Duties of the Senior Treasurer shall be:

- A. To collect and review budget submissions from all members of The Association who require revenue from the Treasury
- B. To receive and disburse monies on behalf of and subject to the direction of the Association
- C. To be in charge of a bank account in the name of the Physical Therapy Student Association from which cheques will be drawn under the signatures of the Senior Treasurer and the Co-Presidents
- D. To be knowledgeable of and conduct his/her duties according to the Handbook for Student Societies in the University of Toronto
- E. To create a financial summary of The Association account and submit for auditing at the end of each fiscal year
- F. To pass experience to the incoming Senior Treasurer for the following year
- G. To assist the UTGSU representatives in completing the Head Grant Application by completing the Financial Statement and Signing Authority portions of the Head Grant Application form and signing the form to confirm its accuracy
- H. To hold the position for one year

Specific Duties of the Junior Treasurer shall be:

- A. To assist the Senior Treasurer with creating a financial summary at the end of each fiscal year
- B. To assist the Senior Treasurer in completing the Financial Statement and Signing Authority portions of the Head Grant Application form
- C. To work with the Social Director for activities including, but not limited to, recording income, tracking expenses, budgeting, and fundraising
- D. To hold the position for one year and then transition into the Senior Treasurer position
- E. To shadow the Senior Treasurer in all their duties in order to gain experience for the following year in which they hold the Senior Treasurer position

Specific Duties of the Communications Officers shall be:

- A. To record the proceedings of each The Association's meetings
- B. To prepare and distribute minutes following each meeting
- C. To facilitate all social media relating to the class
- D. To assist with marketing of events held by The Association
- E. To communicate with the incoming class regarding questions/concerns over summer months

- F. To communicate with second year students and liaise with faculty regarding peer mentorship
- G. To pass experience to and onboard the new Communications Officers for the following year
- H. To hold the position for two years

Specific Duties of the First Year Class Representatives shall be:

- A. To facilitate communication of Association issues, activities and information to the first year class
- B. To relate any input, concerns, or suggestions from the first year classes to The Association
- C. To assist the Social Director with the organization of social events and fundraising activities as needed
- D. To assist with the organization of and act as the masters of ceremony for Festivus
- E. To hold the position for one year

Specific Duties of the UTGSU Representatives shall be:

- A. To ensure the Head Grant Application is completed and submitted to the UTGSU in the fall of each year
- B. To review the UTGSU Course Union Manual for each year
- C. To review and update The Association's Constitution at least annually in consultation with the other Directors and students in the MScPT program
- D. To submit an updated copy of The Association's Constitution to the UTGSU each fall and immediately following any changes made to the Constitution
- E. To inform the UTGSU of the names, contact information, and positions of newly elected Co-Presidents and UTGSU Representatives immediately following The Association's elections, along with the names of the individuals they are replacing
- F. To register for and attend all UTGSU Assembly meetings
- G. To assign another Director/Directors as a proxy for any UTGSU Assembly meetings that any of the UTGSU Representatives cannot attend and email membership@utgsu.ca and internal@utgsu.ca with the name and email of the proxy/proxies at least 48 hours prior to the UTGSU Assembly meeting (there must always be three members of the PTSA present at every UTGSU Assembly meeting).
- H. To complete the UTGSU's annual course union orientation
- I. To act as a link between the UTGSU, The Association, and the PT student body
- J. To report to The Association about UTGSU activities
- K. To report any problems/issues affecting The Association and/or the PT student body to the UTGSU
- L. To review the UTGSU's By-laws and Policies and ensure The Association is always in compliance
- M. To advocate for the needs of the PT student body at the level of the UTGSU and the University of Toronto School of Graduate Studies
- N. To pass experienced to and onboard the new incoming UTGSU Representative(s) for the following year
- O. To hold the position for two year

Specific Duties of the Athletic Directors shall be:

- A. To attend University of Toronto Intramural Council meetings
- B. To communicate intramural information with the PT student body
- C. To oversee community health and athletic events
- D. To hold the position for two years
- E. To pass experience to and onboard the new incoming Athletic Director for the following year



Specific Duties of the Professional Development Directors shall be:

- A. To coordinate the promotion of PT student membership to his/her respective professional associations (i.e., Canadian Physiotherapy Association)
- B. To coordinate the organization of professional development opportunities for PT students (i.e., lunch n' learns)
- C. To coordinate the promotion of the PT profession by participating in professional association related activities and events (i.e., OPA AGM, NSA AGM)
- D. To coordinate the organization of the PT/Occupational Therapy Job Fair
- E. To sit on the executive board of the Central Toronto District (CTD) of the CPA
- F. To represent your class on the National Student Assembly (NSA) of the CPA by participating in NSA teleconferences and attending the NSA AGM at the CPA congress (if possible)
- G. To hold the position for two years
- H. To pass experience to and onboard the new incoming Professional Development Director for the following year

Specific Duties of the Social Director shall be:

- A. To coordinate the organization of social events and fundraising activities
- B. To enhance rehabilitation student unity by collaborating with Occupational Therapy and Speech-Language Pathology student associations to create joint social events
- C. To communicate with the First Year Representatives regarding planning and coordinating social events throughout the year
- D. To liaise with the Senior and Junior Treasurers regarding financing and budgeting for social events and Orientation Month throughout the year
- E. To hold the position for one year
- F. To pass experience to and onboard the new Social Director for the following year

Specific Duties of the Yearbook Director shall be:

- A. To coordinate the production of a yearbook to be distributed in at the end of the academic year (September of the following year)
- B. To manage finances separately from The Association
- C. To communicate with and uphold a contract with the publisher and advertising company
- D. To ensure that the equal student body representation is given the opportunity to contribute to the production of the yearbook
- E. To hold the position for one year
- F. To pass experience to and onboard the new Yearbook Director for the following year

Specific Duties of the IPE Representatives shall be:

- A. To promote interprofessionalism
- B. To provide feedback on IPE curriculum to the IPE Faculty Member
- C. To attend Interprofessional Healthcare Students Association (IPHSA) meetings and sit on a sub-committee within IPHSA (i.e. academics, social, etc)
- D. To raise awareness for IPHSA
- E. To promote, assist, and/or develop IPE Events, or Interprofessional Socials
- F. To hold the position for two years
- G. To pass experience to and onboard the new incoming IPE Representative for the following year

Specific Duties of the Clothing Representative shall be:

- A. To poll the second-year class in the summer with regards to the type of clothing they would be interested in buying
- B. To find reasonably priced clothing with one of the University of Toronto required vendors
- C. To purchase said clothing while adhering to all rules put in place by the University of Toronto Trademark Licensing Board
- D. To ensure timely management of finances for aforementioned clothing.
- E. To distribute clothing in a timely manner
- F. To select items for and create the designs for Orientation Month swag provided to incoming students
- G. To hold the position for one year
- H. To pass experience to and onboard the new Clothing Representative for the following year

Specific Duties of the Community Philanthropic Directors shall be:

- A. To organize, implement, and facilitate monthly/bi-monthly philanthropic initiatives for both PT classes to participate in (i.e. fundraising, volunteer position or awareness events)
- B. To keep both classes informed on upcoming volunteer initiatives or awareness events
- C. To liaise with faculty and community organizations
- D. To hold the position for two years
- E. To pass experience to and onboard the incoming Community Philanthropic Director for the following year

Specific Duties of the Equity Representatives shall be:

- A. Organize and coordinate events and activities to celebrate diversity (examples include: collaborations with on-campus services such as Accessibility services, EDI Office, The Indigenous Centre, Anti-Racism and Cultural Diversity Office, The Sexual Violence Prevention & Support Centre, The Sexual & Gender Diversity Office, The First Nations House, The Family Care Office; as well as other student led initiatives including The Justice Rehab Group and Out in Rehab)
- B. Act as liaison between marginalized students and The Association and actively promote representation of women; lesbian, gay, bisexual, transgender, cis, queer, etc. students; students with disabilities; First Nations, Inuit and Métis people; international students; racial and ethnic minorities, and other disadvantaged groups for leadership and organizational roles within the student body
- C. Work with all Directors to ensure that their events and practices are as inclusive, accessible, equitable, and sustainable as possible
- D. Guide The Association in advocating for marginalized communities and raise awareness of current social justice issues through the lens of health and rehabilitation
- E. Communicate with Departmental Equity Lead on a monthly basis
- F. Coordinate student participation in all days of action, vigils, and ceremonies of the student union and others as agreed upon by The Association
- G. Attend monthly LEAD meetings to discuss ongoing topics/concerns between faculty representatives
- H. To hold the position for two years
- I. To pass experience to and onboard the incoming Equity Representative for the following year

Specific Duties of the Sustainability Representatives shall be:

- A. Recruit/connect/gather a group of additional University of Toronto PT students interested in planetary health and sustainability to foster a community that can support sustainability projects
- B. Attend EPA meetings and provide updates as relevant to The Association
- C. Advocate for environmentally and socially sustainable practices, research and curriculum within The Association and the Department of Physical Therapy (for example through the Planetary Health Report Card)
- D. To hold the position for two years
- E. To pass experience to and onboard the incoming Sustainability Representative for the following year

#### **Section 4.0 – Eligibility of Directors**

- A. To qualify as a candidate for Co-President, Senior Treasurer, Communication Officer, Social Director, Yearbook Representative, Senior Equity Representative, Senior Sustainability Representative or Clothing Representative, the nominee shall be a statutory member of The Association, having completed at least one year of their program
- B. To qualify as a candidate for First Year Class Representative, Junior Treasurer, Athletic Director, IPE Representative, or UTGSU Representative, the nominee shall be a statutory member of the Association
- C. Each individual may only hold one position on the Association

#### **Section 5.0 – Election of the Directors of The Association**

- A. All members of the Association shall be elected following a general meeting of the Association where the available Director positions are outlined
- B. All members of the Association shall be elected through an online election process
- C. Facilitators shall receive nominations for positions to be elected and shall communicate the nominees to the membership via Facebook and Quercus
- D. The nominees for Director positions that have more than one nominee running will create and submit a one minute video explaining their reason for running and qualifications to the facilitators. Facilitators will post these videos for the membership on Facebook and, subsequently, the membership will vote via a Quercus Quiz to select the Directors.
- E. The Co-Presidents, Communications Officers, Social Director, Yearbook Representative, and Clothing Representative shall be elected in June of each year through this online process, facilitated by the outgoing Co-Presidents and voted upon by the incoming second-year students
- F. The members of The Association in the first-year class shall be elected by their respective class in September of each year through this online process facilitated by the current Co-Presidents. Positions available shall include: Junior Treasurer, UTGSU Representative(s), Professional Development Directors, IPE Representative, Athletic Director, and First Year Class Representatives.
- G. Any vacant Director positions shall be filled as soon as possible by an eligible member, as determined in subsection A above, through a selection process to be determined by the Directors of the Association

#### **Section 6.0 – Standing Committees**

The following are potential standing committees that The Association may have if desired:

- A. Social Committee
- B. Athletics Committee

- C. Professional Development Committee
- D. Yearbook Committee

The duties of standing committees, if applicable, shall be:

- A. To support and extend the activities of the Director(s)
- B. Any other duties as determined by The Association

Each standing committee shall consist of:

- A. The respective Director(s) who chair and facilitate the committee
- B. Any other interested members of The Association

### **Section 7.0 - Special Committees**

- A committee may be formed, if desired by The Association, in June to facilitate the organization of Orientation Month. This committee will be disbanded after a final report has been submitted to The Association by October.
- A committee may be formed, if desired by The Association, to facilitate a Graduation Celebration for each graduating class. This celebration does not need to be an interprofessional activity. Any member of The Association is eligible to be the coordinator.
- The Association may create, at need, special committees with membership, duties, terms and responsibilities as determined by Association.

## **ARTICLE V – FINANCES**

### **Section 1.0 – Fiscal Year**

The fiscal year of the Association shall be from May 1 – April 30.

### **Section 2.0 – Funds**

The Treasurer shall deposit, or cause to be deposited, all funds in a chartered bank chosen by the Association. All accounts shall be paid by cheque signed by the Treasurer and one of the Co-Presidents.

### **Section 3.0 – Fees**

The membership fee shall be set by the Association in accordance with the "Handbook for Student Societies". The fee shall be paid to the Office of the Comptroller of the University of Toronto from tuition fees, under incidental fees.

### **Section 4.0 - Expenses**

Payment shall be made to members for necessary expenditures so authorized and incurred while conducting Association business. Receipts for monies spent must be submitted to the Treasurer within three weeks of purchase.

### **Section 5.0 – Budgets and Financial Records**

The projected budget must be presented for approval at a meeting of The Association by the end of October of each academic year. Any revisions to an approved budget must be reviewed and approved by the Association. All financial records will be kept on file with the Treasurer. The treasurer must make available financial records, budgets, and auditor's reports upon request by any member of the Association. The Association shall approve the Association's auditor before April 1st of that year.

## **ARTICLE VI – MEETINGS**

### **Section 1.0 – Quorum**

- A. Quorum for all meetings of the Association will consist of 30% Directors of the Association
- B. At least one of the two Co-Presidents must also be present to chair the meeting

## **ARTICLE VII – POLICIES**

The Association may append to these By-Laws a series of policy statements on issues related to the objectives of the Association. Policy statements shall not conflict directly with articles of the Constitution or By-Laws as stated herein but may qualify or further detail these Articles. Policies may be added, removed, or modified by 2/3 majority vote of The Association, or a 2/3 vote at a General Meeting of The Association with equal representation of PT class.

## **ARTICLE VIII - AMENDMENTS**

The By-Laws may be amended by a nine-tenths vote of all of the Directors of The Association at a meeting of the Directors of The Association where quorum is met. Amendments may be submitted by any member of The Association and must be received by the Directors at least two weeks prior to the meeting during which the amendment(s) will be voted upon. It is the responsibility of each Director to, then, review the proposed amendment(s) prior to this meeting in order to ensure they can make an informed decision.

## **POLICIES**

The Association does not currently have any additional policy statements.

