USC Division of Biokinesiology and Physical Therapy

## The USC Physical Therapy Alumni Association (USC PTAA)

### Mission

The mission of the USC PTAA is to build social and professional relationships between the Division's alumni and students that contribute to the advancement and excellence of physical therapy education, research and clinical practice. The objectives of the USC PTAA include: facilitating social networking between students, faculty and alumni; assisting with the fulfillment of continuing education needs of alumni; and actively supporting and promoting physical therapy education at USC.

### Vision

Through dynamic leadership from alumni and students, the USC-PTAA will develop community and professional leaders who advance the tenets of the University, Division and profession of physical therapy.

The USC PTAA promotes the Division in its relationships with the physical therapy community at large. It provides an important link with practicing professionals, thus ensuring that the educational goals of the Division are closely related to the realities of physical therapy practice.

### The USC Division of Biokinesiology and Physical Therapy

Currently ranked as the number-one academic program in physical therapy in the nation by *US News and World Report*, the USC Division of Biokinesiology and Physical Therapy (USC BKN & PT) has been a leader in the development of the physical therapy profession since its founding over 60 years ago. It was the second program in the nation to graduate physical therapists with a doctoral degree as the first professional degree, and continues to attract high-quality students to both the entry-level and Biokinesiology research programs. Chief among the Division's strengths are the quality of the teaching, an innovative and diverse interdisciplinary research program, skilled and committed faculty, state-of-the-art facilities, a thriving faculty practice, and the Division's excellent reputation.

### The Value of Membership

The most important benefit of membership in the USC PTAA is the personal satisfaction we derive from participating in furthering the goal of excellence in physical therapy education at USC. Members receive a small gift from the Division, periodic newsletters and invitations to PT alumni functions. These include Homecoming, other annual and special social events, and continuing education offerings at a reduced cost.

### Membership

Although membership to the USC PTAA is free, donations will be requested upon first enrollment and on a yearly basis.

Contributions from USC PTAA members provide a source of funds to meet special needs as they arise, providing assistance with the many scholarship, research, and facility projects that enrich physical therapy education at USC.

## THE PHYSICAL THERAPY ALUMNI ASSOCIATION (USC PTAA)

# BYLAWS

## ARTICLE I – NAME

The name of this organization shall be "The Physical Therapy Alumni Association." (USC PTAA)

## ARTICLE II – OBJECTIVES

To continuously support and actively help promote the advancement of physical therapy education, research and clinical practice in the Division of Biokinesiology and Physical Therapy (USC BKN & PT) at the School of Dentistry, University of Southern California.

To facilitate social networking between and among students, faculty, and alumni.

To assist with the continuing education needs of alumni through sponsorship of educational offerings.

## ARTICLE III– MEMBERSHIP

A. Membership Categories

1. REGULAR MEMBERSHIP: Regular Members are any graduate of USC BKN & PT programs.

2. ASSOCIATE MEMBERSHIP: Associate Members are USC BKN & PT faculty and friends and supporters approved by the Membership Chair.

3. HONORARY MEMBERSHIP: Honorary Members are selected by the USC PTAA Board of Directors for outstanding service to the profession of physical therapy at USC BKN & PT.

4. STUDENT MEMBERS: Any current student of USC BKN & PT programs.

B. Rights & Privileges of Members

1. Only Regular Members may hold office
2. Only Regular Members shall have the power to vote
3. All members may attend any called meetings of this organization.

## ARTICLE IV – ASSOCIATION STRUCTURE AND MEETINGS

**A. Fiscal year**

The fiscal year of the USC PTAA shall be from July 1 to June 30 of the following year.

B. Governing Body

The governing body of USC PTAA shall be the Board of Directors

C. Meetings

1. Meetings of the USC PTAA Board of Directors shall be held at the call of the President, who shall preside at such meetings. The Vice President or Secretary may preside in the absence of the President.
2. The Board shall hold a minimum of three (3) meetings per fiscal year. Meetings may be conducted by conference call.
3. The USC PTAA Board of Directors may decide to hold an annual membership meeting once during the fiscal year if such a meeting is deemed desirable or necessary.
4. The President and Vice President will be responsible for creating the agenda for the meetings of the Board of Directors.
5. Roberts Rules of Order, Revised, shall govern the deliberations of the organization in all procedures not expressly covered in these bylaws.

D. Quorum

A Quorum, for the transaction of business, shall be 3 members of the Executive Committee, or 2 members of Executive Committee and the Director of Leadership/ Membership Development.

E. Dissolution

The property of the USC PTAA is irrevocably dedicated to non-profit purposes, and no part of the new income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private individual. Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the Division of Biokinesiology and Physical Therapy.

## ARTICLE V: BOARD OF DIRECTORS (BOD)

A. Composition of the BOD

The USC PTAA Board of Directors shall consist of not more than nine (9) Regular members.

1. The Executive Committee consists of four (4) elected officers of the BOD: President, Vice President, Secretary, Treasurer. The Director of Leadership and Member Development will serve as a non-voting member of the Executive

Committee, unless their vote is needed to break a tie or establish a quorum for the purpose of conducting business.

2. Directors: Five (5) Directors will be appointed by the Executive Committee to represent: Professional Development, Events and Participation, Fund Raising, Membership, Leadership and Membership Development.

B. An Advisory Body, created to assist the BOD, shall consist of:
   1. Board of Councilors Representative
   2. Faculty Liaison
   3. Director of Alumni Relations and Communications
   4. Development Liaison
   5. Student Representatives

C. Qualifications
   1. Regular Members of the PTAA shall be eligible for election or appointment to the BOD.

D. Responsibilities
   1. The Board of Directors shall conduct all business of the organization, including, but not limited to:
      a. Approve establishment of committees
      b. Approve changes to the bylaws

   2. The Executive Committee shall be responsible for:
      a. Voting during the transaction of BOD business
      b. Appointing Directors to the BOD
      c. Approving the disposition of all funds of the organization consistent with its purpose

      3. Director of Alumni Relations and Communications.
      a. The Director of Alumni Relations and Communications shall provide administrative support to the USC PTAA Board of Directors.

E. Terms of Office
   1. Executive Committee members shall be elected for a term of 2 years. They may serve three (3) consecutive terms.
   2. Directors shall be appointed by the Executive Committee for a term of 2 years or until their successors have been appointed. They may serve (3) consecutive terms.
   3. Class representatives shall serve a term consistent with class requirements for elected officers.
   4. Vacancies.
      a. If the President is unable to fulfill the duties of office for any reason before the expiration of their term, the Vice President shall serve for the unexpired portion of the term.

b. If the Vice President, Secretary or Treasurer is unable to fulfill the duties of office for any reason before the expiration of their term, the President shall appoint a Regular member or Director to the position for the unexpired portion of the term.
c. In the event a Director is unable to fulfill the term of office, the President shall appoint a Regular Member to serve the remaining term of office, subject to approval by the USC PTAA Board of Directors. The appointee is eligible for appointment to the board at the conclusion of the appointed term of office, and may serve two (2) full terms of office in addition to the appointed term.

F. Elections and Appointments to the BOD and Advisory Body

1. The USC PTAA Regular members shall elect the officers of this organization who shall be the President, Vice President, Treasurer, and Secretary. Collectively these officers constitute the Executive Committee
2. Election of Executive Committee shall occur according to rotation outlined in the Election/Appointment Appendix
3. Appointment of Directors by the Executive Committee shall occur according to rotation outlined in the Election/Appointment Appendix.
4. Elections/Appointments shall take place during the fourth quarter of the fiscal year.
5. A Nominating Committee for Executive Committee positions shall be a standing committee, composed of three USC PTAA Board of Directors members: the Director of Leadership /Membership Development, the Director of Membership and the current Vice President. This Committee shall present the slate of officers for election by the Regular Members.
6. Each year the Executive Committee positions up for election shall be elected by the Regular Members responding and voting by emailed ballot. A simple majority of those casting ballots is sufficient for election.
7. Rotation chart for Elections/Appointments is presented as an Appendix to these Bylaws.

## ARTICLE VI – DUTIES OF BOARD MEMBERS

A. The Executive Committee shall:

1. Plan and develop the calendar for each fiscal year. Recommendations and/or input may be sought from, or given by, the Advisory Body, the Division Chair, members of the USC PTAA Board of Directors, and the general membership.
2. Plan and develop, with recommendations from the Director of Alumni Relations and Communications or her designee, an annual budget.
3. Develop policy proposals and recommend them to the USC PTAA Board of Directors.
4. Recommend Bylaw changes as needed.

B. The President shall:

1. Preside at all meetings of the Executive Committee, the USC PTAA Board of Directors, and any general membership meetings.
2. Act as the official representative of the USC PTAA at all USC PTAA functions and at University functions to which he/she is invited.
3. Oversee the functions of all committees and receive timely reports from committee chairs.
4. With the assistance of the Vice President plan the agenda for all meetings at which he/she will preside.
5. Ensure that the bylaws are complied with at all times
6. Make appointments to fill Director positions in consultation with the Executive Committee.

C. The Vice President shall:

1. Conduct meetings and related functions and represent the USC PTAA in the absence of the President.
2. Serve on the Nominating Committee.
3. Plan the agenda for all meetings with the President.
4. Shall coordinate activities with the Director of Professional Development

D. The Secretary shall:

1. Prepare and distribute minutes of the PTAA board meetings
2. Maintain records and ensure effective management of organization's records
3. Send out the call of the meeting (official notice of a meeting given to all members of the organization)
4. Update the bylaws as necessary
5. Liaise with the Board of Councilor's representative
6. Coordinate activities with the Director of Events and Participation
7. Complete additional secretarial functions of the Board as may be required

E. The Treasurer shall:

1. Review on a quarterly basis budget expenditures, in conjunction with the Director of Alumni Relations and Communications or her designee.
2. Provide a financial report to the USC PTAA Board of Directors at each meeting to ensure that records are properly maintained.
3. Coordinate activities with the Director of Fund Raising
4. Submit a report to the Secretary for inclusion in the agenda

F. The Director of Leadership and Membership Development shall:

1. Oversee the Leadership and Development Committee

2. Groom members for leadership positions in the profession
3. Work directly with the President
4. Serve as fifth member of the Executive Committee as needed to create a quorum and provide a tie-breaking vote
5. Serve as the chair of the Nominating Committee
6. Call for elections
7. Coordinate activities with the Director of Membership
8. Report to the BOD on the ongoing activities of the Leadership and Development Committee

G. The Director of Fundraising shall:

1. Establish a tradition of advocacy through fund-raising that supports the strategic priorities of the PTAA and the Division
2. Coordinate with the Development Liaison
3. Coordinate activities with the Treasurer
4. Report to the BOD on the ongoing activities of the Fundraising Committee

H. The Director of Professional Development shall:

1. Oversee the Professional Development Committee
2. Work to provide alumni with opportunities to further their careers through continuing education
3. Work directly with the Division's Director of Continuing Education on all professional development activities
4. Be responsible for creating and updating the three year plan for the committee's activities
5. Be responsible for updating the Professional Development Committee's policies and procedures
6. Coordinate activities with the Vice President
7. Report to the BOD on the ongoing activities of the Professional Development Committee

I. The Director of Events and Participation shall:

1. Oversee the Events and Participation Committee,
2. Work to provide alumni with opportunities for professional and social networking
3. Work directly with the Division's Director of Alumni Relations and Communications on all social and networking activities
4. Be responsible for updating the Events and Participation Committee's policies and procedures
5. Liaise with the Student Reps
6. Be responsible for creating and updating the three year plan for the committee's activities.
7. Coordinate activities with the Secretary

8. Report to the BOD on the ongoing activities of the Events and Participation Committee

J. The Director of Membership shall:

1. Work to recruit and maintain members
2. Review membership approval and renewal procedures and membership records with the Director of Alumni Relations and Communications or her designee.
3. Develop strategies for recruitment of membership.
4. Propose to the BOD candidates appropriate for Associate Membership in the PTAA
5. Coordinate with the Director of Alumni Relations of her designee
6. Coordinate activities with the Director of Leadership and Membership Development
7. Report to the BOD on the ongoing activities of the Membership Committee

## ARTICLE VII - DUTIES OF THE ADVISORY BODY

A. Director of Alumni Relations and Communications at USC BKN & PT, or his/her designee, shall provide staff support and shall be an ex-officio member of the Board and Executive Committee, without vote.

B. Development Liaison shall advise and assist on matters related to fund raising and sponsorship.

C. Faculty Liaison. A Division faculty member, or his/her designee, shall serve as faculty representative and shall be an ex-officio member of the Board and Executive Committee, without vote.

D. Student Representatives (4). Class Secretaries of each level of DPT class in session and the Secretary of the BKN Student Organization shall act as representatives to the Advisory body, without vote. Duties include:

1. Serve as liaisons between the USC PTAA and the student body.
2. Solicit student feedback on ways to facilitate/enhance social networking between students and alumni, and report findings to the USC PTAA Board of Directors.
3. Recommend USC PTAA activities/events to the Executive Committee and USC PTAA Board of Directors, and communicate planned activities to students.
4. Solicit student participation in planned USC PTAA activities and events.
5. Liaise with the Director of Events and Particpation

E. Board of Councilors Representative:

1. Serves as the liaison between the BOC and the USC PTAA.
2. Attends the PTAA BOD meetings
3. Reports on opportunities for collaboration between the two organizations
4. Liaise with the Secretary

## ARTICLE VIII – SPECIAL COMMITTEES

The President shall have the authority to appoint any special committees, with the approval of the executive committee, from time to time as need demands.

## ARTICLE X – AMENDMENTS

These bylaws may be amended by a vote of two thirds of the members responding to a request and voting, and after the merits of the proposed amendments have been discussed and approved by the USC PTAA Board of Directors.

| Election Year | President | Vice President | Secretary | Treasurer |
|---|---|---|---|---|
| 2012 | | X | | X |
| 2013 | X | | X | |
| 2014 | | X | | X |
| 2015 | X | | X | |
| 2016 | | X | | X |
| 2017 | X | | X | |
| 2018 | | X | | X |

| Appoint Year | Director Professional Development | Director Events/ Participation | Director Fund Raising | Director Membership | Director, Leadership Development/ Nominating Committee |
|---|---|---|---|---|---|
| 2012 | ● | | | | |
| 2013 | | ● | | ● | ● |
| 2014 | ● | | ● | | |
| 2015 | | ● | | ● | |
| 2016 | ● | | ● | | ● |
| 2017 | | ● | | ● | |
| 2018 | ● | | ● | | |

## Election and Appointment Appendix