

# Standing Rules for the American Physical Therapy Association of New Jersey, New Jersey Student Assembly.

## I. Name

The name of this organization is the American Physical Therapy Association of New Jersey (APTAnj) New Jersey Student Assembly, hereinafter referred to as the NJSA and APTAnj as the Association.

## II. Purpose/ Mission Statement

The purpose of the NJSA shall be to provide a means by which students, and student affiliate members, having a common interest, because of their membership in the APTA and APTAnj and enrollment in a Physical Therapy (PT) or Physical Therapist Assistant (PTA) programs may meet, confer and promote their interest in physical therapy. These students may meet, confer and promote the interest of their classes and schools within the NJSA and further develop their role as a student body within the Association.

## III. Objectives

- a. Identify and respond to issues related to student members.
- b. Promote the role of the students in physical therapy in the APTAnj, APTA, and the Physical Therapy profession.
- c. Promote membership and encourage the participation of students in the NJSA, Association, and the APTA Student Assembly, hereinafter referred to as the SA.
- d. Assist the Association in the furtherance of the Association's Objectives and Functions.
- e. Provide services to further the NJSA's purpose and responsibility to the student physical therapist and student physical therapists assistants in the state.
- f. Serve as a resource on issues related to PT, education, practice and the Association, for APTAnj leadership and membership.

## IV. Membership

### a. Qualifications

Each student who is a student member of APTAnj and is currently enrolled in a PT or PTA program will automatically be member of the NJSA.

### b. Classes

1. Student Members, which refers to PT students
2. Student Affiliate Member, which refers to PTA students

### c. Rights and Privileges

All student and student affiliate members have the right to attend all meetings, speak, debate, make and second motions, vote, and except as otherwise preceded in the standing rules, hold office in the NJSA.

### d. Good Standing

1. A student will remain in good standing within the NJSA as long as they are within good standing according to APTAnj by-laws for membership.
2. Those who join the NJSA within their last year of school will still be in good standing as a member of the NJSA, and therefore eligible as a

candidate for an office, as long as the expiration of membership does not exceed nine months after the student's graduation date.

3. Any member of the NJSA whose membership lapses or who is expelled from membership in the Association shall no longer be eligible for NJSA membership.
4. Any member who meets reinstatement guidelines per the Association will then in turn be reinstated to the NJSA.

#### V. Meetings

- a. The NJSA shall hold two meetings annually for the entire membership to conduct the business of the NJSA in a general forum format.
- b. The officer elections will take place during the first meeting of the year, i.e. on or before June 30th. A follow-up business meeting and report, as well as a general forum meeting, will be held at the second meeting of the year.
- c. Executive Board meetings, which include all officers, shall be held as deemed necessary by the NJSA Chair. These can be held as a group meeting, or conference call, in which all of the Board is involved and has been contacted on a particular issue.
- d. A quorum for general meetings shall consist of at least five (5) members, including at least two (2) officers.

#### VI. Special Meetings

- a. Any other special interest meetings may be called as deemed necessary by the executive board in which all members may attend. The Executive Board must give 30 days prior notice to all NJSA members. Attendance is limited to NJSA members and invited guests approved by the member officers. A quorum shall consist of at least five (5) members, plus at least two (2) officers.

#### VII. Executive Board

The Executive Board shall consist of the officers who shall be the Chair, Vice Chair, Secretary, Treasurer, and PTA Director.

The APTAnj Student Liaison for each educational program shall act in an advisory position and be recognized by the NJSA as an advisor to the board, but shall not have a vote on the Executive Board of the NJSA.

##### a. Qualifications

1. Each candidate shall be in good standing with both the Association and the NJSA.
2. Must have consented to serve as an officer.
3. Must be present at the meeting where elections are held
4. Either a PT or PTA student to hold any office with the exception of the Chair and Vice Chair. A PT student must hold these offices. A PTA student must hold the position of PTA Director.

##### b. Officers

1. Chair – The Chair shall be responsible for preparing agendas for all NJSA and Executive Board meetings. The Chair shall preside over all committee meetings as a non-voting member, except for when there is an event of a tie in

voting in which the Chair shall be the tie-breaking vote. The Chair shall report annually to the members in a written or presented report, as deemed necessary by the Executive Board. They shall also be responsible for any annual report to be presented to the Chapter's Council of Directors. The Chair shall be required to assist in the election of NJSA officers.

2. Vice Chair – In the event that the Chair is unable to attend a meeting, the Vice Chair shall step in as Chair to conduct the meeting. Other responsibilities are to draft and distribute information to NJSA members, as well as keep an updated list of NJSA members, and correspondence to members. Shall carry out any responsibilities deemed necessary by Chair, and assist in the election of NJSA officers
3. Secretary – The Secretary shall conduct the election of NJSA officers; be responsible for keeping the minutes of all NJSA and Board meetings; notify NJSA members of the date, time, and place of NJSA meetings; maintain the NJSA's archives and correspondence, and make the NJSA's minutes and Standing Rules available to the membership
4. Treasurer – The Treasurer shall maintain financial records, which will be paid out upon the authorization of the APTAnj Treasurer. The Treasurer will keep an updated list of those members in good standing. He/she shall track the reimbursement of funds for any travel to be deemed necessary by the Chapter's Treasurer. Assist in the election of NJSA officers.
5. PTA Director – The PTA Director shall be exclusively a PTA student from an accredited PTA program. This person will be the liaison between the PTA students and the NJSA. This student shall be a direct representative of PTA students in the APTAnj. Assist in the election of NJSA officers.
6. Student Liaison to SA. Each class from each PTA and PT program in New Jersey shall either appoint or elect one (1) representative who will serve as a NJSA Liaison. Their duties include bringing issues relating to their class, as well as corresponding information from the NJSA to their classmates. This shall be a non-voting office with no term limit within the NJSA, but is to be determined by the program's class itself.

c. Terms and Vacancies

1. Members of the Executive Board shall assume office at the close of the meeting at which they are elected
2. The term of each office will be one year.
3. No board member shall serve more than two complete consecutive terms in the same office.
4. A complete term is defined as 12 months
5. In the event that an officer needs to step down, or a position is vacant the Executive Board shall appoint a qualified member to fill that position.

d. Elections

Officers shall be elected by a majority vote. The previously mentioned officers, with the exception of the Student Assembly Liaisons, shall be elected annually at the first student meeting of the year, i.e. on or before June 30th. The elections shall take place by secret ballot and announced at the end of that meeting.

Any student wishing to run for office may send, in writing, a letter of intent to the NJSA's secretary ten business days prior to the election. When the secretary notifies the student of receipt, they are officially placed on the ballot for the office in which they have specified. A

candidate may run for one office, and only one office, per year. Prior to the election, candidates are expected to speak on behalf of themselves and will be given a time limit. Nominations may be taken from the floor.

e. Duties

The Executive Board shall:

1. Carry out the mandates and policies of the NJSA as determined by the membership. The Executive Board may make and enforce such policy on behalf of the NJSA.
2. Direct all business and coordinate all financial affairs with the APTAnj Treasurer for, and on behalf of, the NJSA.
3. Foster the growth and development of the NJSA.
4. Direct and determine the priority of all activities and expenditures in fulfillment of the NJSA's Purpose and Objectives.
5. Fill vacancies on the Executive Board and any appointed groups.
6. Be responsible for the creation, appointment, purposes and activities of such appointed groups, as it deems necessary.
7. Approve the program, time and place of the meetings of the NJSA.
8. Meet no less than once per year.

VIII. Finance

a. Fiscal Year

1. The fiscal year shall be the same as that of APTAnj.

b. Limitation of Expenditure

1. An annual budget prepared by the Treasurer shall be submitted to the Chapter by the date specified by the Chapter.
2. No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment except by order of the Council of Directors. The Board shall not commit the NJSA to any financial obligation in excess of its current fiscal resources.

c. Dues

1. There will be no dues.

IX. Dissolution

a. The NJSA may be dissolved upon:

1. A recommendation to dissolve, supported by no less than a majority of the members of the NJSA Board and adopted by two-thirds of the membership of the group; or
2. Majority vote of the APTAnj Council of Directors, should the NJSA fail to meet the obligations set by the Chapter.
3. Should the NJSA be dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the NJSA shall, after payment of its bona fide debts, be conveyed to the APTAnj.

X. Parliamentary Authority

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the NJSA in all cases to which they are applicable and in which they are not consistent with these Standing Rules, and any special rules or order adopted by the NJSA.

XI. Association as Higher Authority

- a. In addition to these Standing Rules, the NJSA is governed by the APTAnj bylaws and standing rules, and by APTA's bylaws and policies.

XII. Amendments

- a. These Standing Rules may be amended by two-thirds of those present and voting at any meeting of the NJSA, provided that a notification of proposed amendment is sent by mail and a copy of the proposed amendments are made available ten (10) days prior to that meeting.
- b. If the intent of an amendment is editorial, or to bring the NJSA Standing Rules into agreement with those of the APTAnj, the amendment shall be made as required by the Secretary and approved by the NJSA officers and liaisons. The Secretary shall notify the NJSA's members of such amendments.