

Northwestern University Physical Therapy Alumni Association (NUPTAA) Rules

Mission Statement

To inspire NUPTHMS alumni intellectually, socially and professionally through programs that foster curiosity, connection, advocacy and growth.

Vision Statement:

Our vision is to cultivate lifelong relationships, inspire continuous learning and connect our diverse alumni network by fostering a vibrant and inclusive community.

Membership

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

Board of Directors

- The Board shall have a minimum of 15 voting members (including President and Vice President).
- The Faculty Liaison for the Department of Physical Therapy and Human Movement Sciences shall be ex-officio, without a vote.
- Honorary members, who are non-voting members

Honorary Members

- 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.

- The immediate past President and Vice President of the Association may serve as an Honorary member for a term of one (1) year following election of new President and Vice President.

Nomination and Appointment

President and Vice President:

- President and Vice-President shall be nominated and elected by the Board.
- Members of the Board are allowed to self-nominate.
- Newly appointed President and Vice President of the Board shall officially take office at the first in-person meeting in the Spring of their appointed year.

Directors:

- 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, graduation year, etc. The Nominating Committee will then vote on the recommendations given and submit their choice to the Board. The Board will then vote to approve/not approve.
- The Board determines procedure and timing of nominations and appointments (see guidelines in Nominating Committee Documents).
- Newly appointed members of the Board shall officially take office at the first in-person meeting in the Spring of their appointed year. However, the new member will begin to join virtual calls starting January of the newly appointed year.
- The Chair of the Nominating Committee will orient the new Board member to the BOD prior to the first meeting.
- Past members of the Board of Directors can be re-nominated to join the Board. This includes President and Vice President.

Qualifications and Duties

1. President

- Nominated and elected by the Board in odd numbered years.
- Must have served on the Board in any one of the immediately preceding three (3) years as a voting member.
- Term of office will be two (2) years.
- May serve no more than two (2) consecutive terms as President.
- 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 Faculty Liaison to facilitate effective and efficient conduct of Board and Association business

2. Vice-President

- Nominated and elected by the Board in odd numbered years.
- Must have served on the Board in any one of the immediately preceding three (3) years as a voting member.
- Term of office will be two (2) years.
- May serve no more than two (2) consecutive terms as Vice-President.
- 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
 - In the event of the vacancy in the office of the VP, the new VP shall be nominated and elected by the Board (self-nominations are accepted)
 - Serve as liaison to the Awards Committee
 - Serve on committees as assigned

3. Directors

- Term of office shall be three years.
- Terms: Complete term of a Director is defined as three (3) years.
- When a board member's term of office has expired, the board and the Faculty Liaison 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)." (Note: At each Spring Board meeting, the Board members that are up for re-nomination for the following year will be identified. The nominating committee will make the decision as to whether or not the member has fulfilled their duties and if so will pass the re-nomination onto the Board for a vote for re-election.)
- Vacancies: In the event of a vacancy, the vacancy shall be filled by appointment of the Nominating Committee, with the approval of the Board.
- If any member of the Board fails to fulfill member's 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, the member may be removed from the Board at any time by a majority vote of the Board.
- Duties:
 - Serve as an 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

Voting

- A minimum of 10 members of the Board (including the President and/or Vice president) must be present for a vote.
- A majority vote (>50%) is required to pass a motion. If necessary, the President will break a tie.

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. Ten members of the Board (or 2/3rds), 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) percent of the NUPTAA membership.

Revision to Rules of NUPTAA

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