

Student Government

Bylaws

I. PREAMBLE

We, the members of the “Student Government Association,” established this Constitution on April 20, 2021 in order for our purpose to be understood and to create guidelines of operation.

II. GLOSSARY OF TERMS

International Institute of Orthotics and Prosthetics (IIOP)
Orthotics and Prosthetics (O&P)
Student Government Association (SGA)

III. PURPOSE

The club has been established for the following purposes:

- To educate current IIOP students about all areas of research in O&P and rehabilitation
- To promote opportunities to students for O&P research, both in graduate and post-graduate years
- To foster participation in the IIOP SGA
- To encourage and support networking between IIOP students and alumni
- To support people with limb differences including, but not limited to, veterans, amputees, and people living with disabilities
- To advocate unity within the O&P community
- To enhance relationships between the O&P community and other related healthcare professions
- To forge relationships with the local community to spread awareness of our profession
- To recruit future practitioners into the O&P field through educational outreach

IV. HISTORY

The SGA was established during the year 2021.

V. MEMBERSHIP and DUES

The following qualifications and requirements have been established to promote the success of IIOP students by prioritizing their academic endeavors, but similarly enhancing their education through the club’s activities. Failure to adhere to general terms of membership will result in cessation of club membership.

- **General**
 - Membership shall be open to all currently enrolled full-time IIOP students.
 - Membership is completely voluntary.
 - Membership dues are to be paid on the second meeting of every semester.

- Attendance will be taken at all meetings.
 - Members must attend 75% of all meetings/events.
 - With exception to members on rotations.
- Members must remain in good academic standing with IOP and with the club to remain active as a member.
- Membership may be terminated by a majority vote of Executive Officers in the case where membership requirements are not met.
- Majority rule is determined by members at the time of the event (elections, votings, etc.). Majority rule of the Executive Officers shall also be determined by those who are present at the event. In case of no majority, the President shall make any decision necessary.

SGA is an equal opportunity student organization. The SGA is committed to the policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identify, gender expression, disability, or military service in education programs or activities.

- **Dues**

\$10

- **Alumni membership**

Lifetime alumni membership is conferred upon all members.

VI. EXECUTIVE OFFICERS

A. Officer Descriptions

The executive officers shall be the President, Vice-President, Secretary, and Treasurer. Officers must be on-campus students throughout their term of office.

General Requirements of Officers:

- Officers shall be elected as specified under Section VI.C.
- Officers must be in good academic standing at IOP.

B. Duties

i. President

It shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Serve as an outward representation of the club

- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except in nominations of new officer positions
- Perform such other duties as ordinarily pertain to this office
- Maintain correspondence with the Student Affairs office, as needed

ii. Vice President

It shall be the duty of the Vice President to:

- Preside in the absence of the President
- Serve as chairperson of the committees

iii. Secretary

It shall be the duty of Secretary to:

- Create and collect a sign-in sheet for all meetings and events
- Record the minutes of all meetings, Executive and General
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club (e.g. GroupMe, email correspondence)

iv. Treasurer

It shall be the duty of the Treasurer to:

- Receive all funds from internal and external sources
- Attend SGA Budget Committee meetings as appropriate
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Assist other officers in the development of the club budget

C. Election

Any on-campus student member of SGA may be eligible for office at the time of the desired term.

The officers shall be elected by ballot at the LAST meeting of the semester prior to the desired term by a majority vote cast for that office. Exception: If multiple ballots are not cast per each office, a time frame of **1 WEEK** will be given for additional self-nominations for that office. If no additional nominations, those individuals will assume the executive role of submitted interest. If additional nominations are received, majority vote can be cast via survey or at the next meeting.

D. Term

The officers shall serve for one semester and their term of office shall begin at the first day of the semester. Individuals may serve up to one year in any position.

E. Vacancy

If vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election following the rules described in VI.C. If no nominations are received for a vacancy, another executive officer must serve.

VII. FACULTY ADVISOR

A. Selection

A minimum of one (1) faculty advisor from the IIOP staff should serve as part of the club.

B. Duties

- Maintain an awareness of the activities and programs sponsored by the student club
- Meeting on a regular basis with the President of the student club to discuss upcoming meetings, long range plans, goals and any problems that arise with the club.
- Attend regular or executive board meetings as often as scheduling allows.
- Explain and clarify campus policy and procedures that apply to the club
- Provide direction of procedures, meeting facilitation, goals and program planning
- Inform the club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors

VIII. OPERATIONS

A. Meetings

- Regular meetings shall be held during the school year. These shall be bi-monthly, monthly, or otherwise as deemed necessary for organization purposes.
- Special meetings may be called by the President with the approval of the Executive Officers.
- Majority shall consist of two-thirds (2/3) of those members present at any given meeting.

B. Club Activities

Club activities shall include but are not limited to:

- Lunch-n-Learn Seminars
- Individual Guest Speakers
- Volunteer/Community Outreach
- Fundraising
- Social media
- Alumni Association
- Education Ambassadors

IX. AMENDMENTS

A. Selection

These bylaws may be amended by a two-thirds (2/3) majority vote of chapter membership attending the voting meeting.

B. Notice

All members shall receive advance notice of the proposed amendment at least two (2) days before the meeting.