

**Rehabilitation Therapy Society
The School of Rehabilitation Therapy
Queen's University**

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**Constitution
Principles and Policy**

Mission Statement:

The Rehabilitation Therapy Society Student Council at Queen's University – dedicated and spirited student leaders who operate in a collegial way to uphold and promote the needs of a diverse group of rehabilitation therapy students within a multidisciplinary Faculty of Health Sciences.

Last updated: May 2013

Articles

Article I: The Society and Its Members

Section 1:

The Society shall:

1. Be called the Rehabilitation Therapy Society and shall be the official graduate student organization of the School of Rehabilitation Therapy, Queen's University at Kingston, Ontario.
2. Operate as an autonomous student organization within the Faculty of Health Sciences.

Section 2:

All graduate students enrolled in either the Master's of Physical Therapy or the Master's of Occupational Therapy programs shall be members.

Section 3:

The purpose of the Society shall be:

1. To provide channels of communication amongst its members.
2. To act as a medium through which the diverse needs and interests of the Rehabilitation Therapy student body are served within the Faculty of Health Sciences.
3. To facilitate communication between the members and faculty and other governing bodies of the University, the community, professional organizations, and clinical placements.

Section 4:

The Society recognizes the right of:

1. The Society of Professional and Graduate Students (SGPS) of Queen's University to take precedence over all student organizations on the campus.
2. Any member of the society to use the services of the Society of Professional and Graduate Students (SGPS).

Article II: Rights, Privileges and Obligations of Members

Section 1:

1. All society members are eligible to vote in all Society elections.
2. In accordance with the By-Laws, all society members are eligible to hold office within the Society.
3. Any member of the Society shall have the right to propose and second motions and to take part in debate in meetings of the council, but only voting members of

the Council shall have the right to vote at such meetings (as outlined in Article IV).

Section 2:

Where a society member may not be present at a meeting, due to practicum, illness, etc. they may vote by email to the Council member proposing the vote within 24 hours of the meeting.

Section 3:

All Society members may demonstrate their affiliation with the Society as outlined in the By-Laws.

Section 4:

1. Every student member is under obligation to uphold the integrity of the Society.
2. The members will recognize the authority of the Society as stated in the Constitution and By-Laws.

Article III: Executive

Section 1:

- a. The representative body of the Society shall be called the Executive, the members of which shall be as follows:
 - President;
 - Vice-President Internal Affairs;
 - Vice-President External Affairs;
 - Secretary;
 - Treasurer.
- b. Each Executive position shall be held by only one member of the Society for the duration of their term of office.
- c. The executive shall meet bi-weekly at the discretion of its members.

Article IV: Council

Section 1:

The voting members of the Council shall be as follows:

1. President
2. Vice-President of Internal Affairs
3. Vice-President of External Affairs
4. Secretary
5. Treasurer
6. Senator
7. OT Professional Representatives: 1-2 OT
8. PT Professional Representatives: 1-2 PT
9. Social Representatives: 1-PT and 1-OT
10. Athletic Representative
11. Communications Officer
12. Merchandise Representatives: 1-PT and 1-OT
13. 1st Year Class Representatives: 1-2 PT and 1-2 OT
14. 2nd Year Class Representatives: 1-2 PT and 1-2 OT
15. SGPS Representative
16. Interprofessional Representative

NOTE: Each position shall be held by one person, except where denoted.

Section 2:

In the event that due to illness or other extenuating circumstances, any one of these elected members, apart from the Senator, is temporarily unable to fulfill their duties as outlined in the By-Laws, the Council Executive shall appoint a temporary replacement. This replacement will be granted full voting privileges on Council for the duration of their appointment. However, if this replacement exceeds ten (10) weeks in duration then a permanent resignation will be assumed and procedures outlined in By-Law No. 3 Section 4 item (a) shall be followed.

In the case of a member of the executive becoming unable to continue their role:

President: Shall be filled by the Vice-President of Internal Affairs.

Executive: With exception to the President, any council member may be appointed to this position.

Council: Any student qualifying for an empty council position may be appointed to this position. *

Should no one eligible offer to fill a council position this position will be deemed vacant and any student may fill this position so long as it is in their year of study.

* **Senator:** Should the Rehab Senator's position become vacant, Senate guidelines shall be followed.

Section 3:

The Speaker shall be a non-voting member of the Council ***unless their vote is required to break a tie.***

Section 4:

No person shall hold more than one position on the Council.

Article V: Amendments to the Constitution

Section 1:

Any amendments of an Article contained in this Constitution requires a two-thirds majority of those present and voting at the Council meeting, or of those voting in a referendum of the Society.

Section 2:

Regulations of importance and permanence may be embodied in the By-Laws which shall require either passage in the same manner as amendments to this Constitution, or passage by the voting members of Council at two consecutive meetings during the same academic year. A By-Law may be amended or repealed in the same manner in which it was passed.

Section 3:

Current copies of this Constitution and the By-Laws shall be maintained by the members of the Council. These copies shall be both in print and electronic.

Article VI: Removal from Office

Section 1:

1. Any Council member, with the exception of the Senator may be removed from office by a two-thirds majority of those voting at a Council meeting. Such a meeting must be called and chaired by the President at the request of any Society member.
2. Any Council member in an elected or appointed position may be dismissed from office by a two-thirds majority of voting Council members at a regular Council meeting.

3. If a Council member misses more than 2 meetings without sending a proxy, that person shall be approached by the President with a warning prior to their name appearing on the agenda for the next council meeting to be considered for dismissal.

Section 2:

The decision for removal from office may be appealed with a petition signed by two-thirds of Society members. Receipt of this petition by the President shall necessitate the calling of a Council meeting at which a two-thirds majority of those voting may overturn the decision.

Article VII: Resignations

Section 1:

1. Resignation from any Council position must be submitted in writing to the President or the Vice-President four weeks in advance of the effective date of the resignation.
2. In extenuating circumstances, Council is free to waive to necessity for advance written notice.
3. In the event of permanent resignation from any Council position apart from the Senator, procedures outlined in By-Law No. 3 Section 4 will be followed. In the event of the resignation of the Senator, Senate guidelines will be followed.
4. A permanent resignation of an absent member of Council will be assumed when a temporary replacement occupies a position on Council for ten (10) weeks or longer as outlined in Article IV Section 2.

Article VIII: Duties of Council Members

The duties of the Council members shall include those listed below, but shall not necessarily be limited thereby.

- a. Each member of the Council is required to write a transition report which shall be delivered to the President within 4 weeks of transition.
- b. Each member is also required to submit a proposed budget to the Treasurer four weeks prior to requiring any transfer of funds.
- c. It is recommended that each member of council submit articles concerning ongoing activities to the Rehab Society Website for publication regularly.
- d. Any Council member who cannot attend a meeting must send a proxy in their place; see Article VI Section 1 (c): Removal from Office.

Clause 1: Committees composed of any students in the School of Rehabilitation Therapy may be formed by council members should they require additional assistance with any council led projects.

Clause 2: Any Executive council member may delegate tasks or responsibilities to another member of the council if practicum schedules conflict with duties. This must be approved by the Executive 4 weeks prior to the event in question.

Section 1: President

The President shall:

1. Preside over Executive meetings with the exceptions stated in the By-Laws.
2. Chair the Council meetings of the Rehab Society and enforce all the rules of order.
3. Provide a copy of the constitution to each Council member at the start of the term.

4. Create and distribute a Council contact list to its members at the start of the term.
5. Ensure that the constitution and its bylaws are upheld, being the final authority when interpretation is required.
6. Supervise all the activities of the Society and be a non-voting member of any of its committees.
7. Represent the Society at the Faculty Board meetings for the Faculty of Health Sciences with full voting privileges.
8. Represent the Society at Academic Council, School of Rehabilitation Therapy meetings with full voting privileges.
9. Represent the Society on the Education Awards Committee with full voting privileges.
10. Represent the Society on social and ceremonial occasions and to external bodies.
11. Oversee the execution of duties by the Class Representatives.
12. Collect transition reports from Council members and submit a final report to the Director of the School of Rehabilitation Therapy.
13. Provide a written description of the Rehabilitation Therapy Student Society and Student Council to the Tricolour Yearbook and the Rehabilitation Orientation Committee Executive, annually.
14. Provide a written opening address for the Society webpage.
15. Ensure that all P&CC account is set up and kept up to date.
16. Act as a primary contact person for incoming calls, emails and letters to the SRT relating to student affairs. The president shall forward or refer these issues as they arise and communicate their contents to the appropriate people.
17. Maintain the Society office and computer, ensuring transition reports, financial statements and the constitution are kept in order on the hard drive.
18. Promote on-going projects to improve the presence of the SRT in a fiscally responsible manner.
19. Be responsible for overseeing constitutional changes.
20. Any outgoing funds i.e. Merchandise, events, fundraisers, donations, needs to be given final approval by treasurer in collaboration with president, in addition president and treasurer will have dual signing authority for cheques written from the society's bank account.

Section 2: Vice President of Internal Affairs

The Vice President of Internal Affairs shall:

1. Preside over Executive meetings at the request or absence of the President.
2. Assist the President in all duties.
3. Coordinate the activities of all Officers and committees representing the academic, educational, social, and athletic interests of the members of the Society and be a non-voting member of any such committee.
4. Coordinate yearly the recruiting and filling of vacant student positions on committees of the School of Rehabilitation Therapy and the Faculty of Health Sciences as outlined in Article IX Section 1.
5. Act as chairperson of the Caucus of student members of the committee's of the School of Rehabilitation Therapy and the Faculty of Health Sciences. The duties

which this entails are outlined in the directive for the Caucus, found under Appendix A.

6. Support and be responsible for the activities of the Rehab Society Website, Class Representatives, Social Representative, and Athletic Representative.
7. Oversee the Winter Adapted Games (WAG). Duties with respect to WAG include: residing over finances, acting as a liaison with PHEKSA, ensuring that all procedures are followed, advocate for OT/PT student pairings with WAG participants, and be present on the day of WAG.
8. Follow up on presentations or reports of students who have been sponsored by Rehabilitation Therapy Society to attend conferences or other forums for professional development.
9. Be responsible for overseeing constitutional changes.
10. Represent the Society at Academic Council, School of Rehabilitation Therapy meetings as a non-voting member, when president is unable to attend.
11. Inform classes to elect a Class Representatives prior to the first council meeting.

Section 3: Vice President of External Affairs

The Vice President of External Affairs shall:

1. Preside over the Executive meetings at the request or in the absence of the President and the Vice-President Internal Affairs.
2. Assist the President in all duties.
3. Coordinate the activities of all Officers and committees representing the clinical, professional, and Kingston community interests of the members of the Society and be a non-voting member of any such committee.
4. Ensure communication with groups external to the Council (e.g. Mental Illness Awareness Week shall not be held the same week as OT, PT, or CPA-NSA weeks).
5. Support and be responsible for the activities of the OT and PT Professional Representatives, Interprofessional Representatives, Merchant Representatives, SGPS Representative, and the Senator.
6. Represent the Society at Academic Council, School of Rehabilitation Therapy meetings as a non-voting member.
7. Oversee all activities related to the Random Request Fund (see By-Law 11).
8. Be responsible for overseeing constitutional changes.
9. Maintain communication with the Nursing Science Society and Aesculapian Society.
10. Represent the Society on the Bracken Health Sciences Library Committee.

Section 4: Treasurer

The Treasurer shall:

1. Keep the financial accounts of the Society. Maintain up-to-date spreadsheets of incoming and outgoing funds, inclusive of petty cash box.
2. Collect and dispense of any Society monies as stated in the By-Laws.
3. Present a financial report to the Society and to executive council Meetings as requested but no less than once each academic year.
4. Oversee any fundraising for charity.
5. Provide executive council with a copy of the final financial report before transition occurs.

6. Act as treasurer for orientation committee, overseeing incoming and outgoing funds for orientation week activities.
7. Any outgoing funds i.e. Merchandise, events, fundraisers, donations, needs to be given final approval by treasurer in collaboration with president, in addition president and treasurer will have dual signing authority for cheques written from the society's bank account.
8. Provide funds for major Society events, which generally include, but are not limited to:
 - a. Graduation formal
 - b. Clothing order in the fall and winter
 - c. Various social events throughout the year
 - d. Career fair in winter
 - e. WAG in the winter

Section 5: Secretary

The Secretary shall:

1. Keep minutes of all meetings of the Society
2. Publish minutes of all Council and General meetings of the Society for its members through the communications officer
3. Prepare and post agendas prior to the General and Council meetings. Matters for the agenda of these meetings shall be submitted 2 days prior to the meeting.
4. Run elections as stipulated in By-Law No. 3.
5. Keep the files and documents of the Society up-to-date and in order.
6. Keep the Rehab bulletin board in LDA up-to-date.
7. Oversee the lending of files and documents.
8. Present an up-to-date Constitution to each new Society member.
9. Oversee the Publicity of and the thank you donations to the Rehab Society Bursary Fund.
10. Prepare the Rehabilitation Therapy Student Phone and Email Directory by the end of the third week of classes in September each year.
11. Communicate updates to all four classes about society news, events, etc. via email communications officer.

Section 6: Speaker

The speaker shall:

1. Facilitate all Council meetings and maintain decorum and rules of order.
2. Chair the awards committee and run the nomination/selection process (see By-Laws 6-9).
3. Upon nomination, all nominees will be given opportunity to be part of voting survey (to receive award). Nominees will provide short statement of involvement supporting nomination.
4. Provide all classes with descriptions of the Helen Chan, Rehabilitation Therapy Society, Blue Star, and Rookie of the Year Awards.
5. Arrange ordering of award plaques and name engravings for the awards displayed in the Rehabilitation building (currently LDA).
6. Provide a transition report to the incoming Speaker or the President 2 weeks in advance of transition.

Section 7: Class Representatives

1. Each class shall elect a Class Representative as outlines in By-Law 3, Section 1 (d).
2. Each Class Representative shall:
 - a. Act as the communication medium between the Executive and Council and their class on all issues of concern to the Society.
 - b. Represent their class, or, when requested by Council, oversee the appointment by the class of another student representative.
 - c. Act as the communication medium between the Executive, Council, Faculty and their class on all issues of academic concern and general class announcements.
 - d. Be responsible for obtaining class feedback on courses and professors and acting on issues of academic concern.
 - e. Be responsible for administering course evaluations (e.g. USAT).
 - f. Attend faculty meetings.
 - g. Sit on the committees for various awards (the Rehabilitation Therapy Society Award, the Helen Chan Award of Merit, and the Rehab Society Rookie of the Year Award) in accordance with By-Law No. 6 Section 3, By-Law No. 8 Section 3, and By-Law No. 9 Section 3.
3. Final year class representatives shall be responsible for overseeing the selection of the Legacy Award as outlined in By-Law No. 12.

Section 8: Senator

The Senator shall:

1. Participate at Senate meetings and at Student Senate Caucus meetings.
2. Act as a spokesperson for students of the School of Rehabilitation Therapy at Senate meetings and at Student Senate Caucus meetings.
3. Participate in at least one standing Senate Committee.
4. Report the business of the Senate at each Council meeting.
5. Represent the Rehabilitation Therapy Society at meetings of the Faculty Board meetings for the Faculty of Health Sciences as a voting member.
6. Represent the Society at Academic Council, School of Rehabilitation Therapy meetings as a voting member.

Section 9: OT Professional Representative

The OT Professional Representatives Shall:

1. Act in the interest of the members of the Society belonging to the Division of Occupational Therapy in their capacity in any professional endeavours of the Society (This includes, but is not limited to, OT Week, fieldwork fact sheets, and upkeep of the OT bulletin board).
2. Act in the interest of the members of the Society belonging to the Division of Occupational Therapy in their capacity in any professional organization of occupational therapists (e.g. CAOT, OSOT, COTO).
3. Be strongly encouraged to represent Queen's OT students at the annual meeting of student representatives at the OSOT conference held during their term of office. Funding in this regard shall be left to the discretion of the current Society Council and shall be contingent upon available funds, geographical location, and cost.

4. Report to the Society their actions in the above stated capacities at each Council meeting, or when deemed appropriate.
5. Organize the Mental Illness Awareness Week booth in Botterell Hall.
6. Organize additional courses as requested by the class (e.g. extended splinting workshops, CBT courses, Action Over Inertia, etc.)

One OT Professional Representative shall adhere to duties outlined below in addition to:

- a. Work in conjunction with one PT Professional Representative to organize and promote the Career Fair. Present one proposed budget for fair to the treasurer and president during the planning stages.

One OT Professional Representative shall adhere to duties outlined below in addition to:

- a. Represent the Rehabilitation Society as part of the ThankQ Committee in conjunction with one PT Professional Representative to organize and promote fundraising efforts and the selection of a class gift.

Section 10: PT Professional Representative

The PT professional representative shall:

1. Act in the interest of the members of the Society belonging to the Division of Physical Therapy in their capacity in any professional endeavors of the Society.
2. Act in the interests of the member of the Society in the Division of Physical Therapy in their capacity in any professional organization of physical therapists (i.e. OPA, CPA).
3. Organize Physiotherapy Week each year in order to promote the Physical Therapy profession to the Queen's community.
4. Be strongly encouraged to represent Queen's PT students at the annual meeting of student representatives with the OPA Board of Directors at the OPA conference held during their term of office. Funding in this regard shall be left to the discretion of the current Society Council and shall be contingent upon available funds, geographical location, and cost.
5. Report to the society the actions in the above stated capacities at each Council meeting, or where deemed appropriate.
6. Promote any upcoming career fairs not organized by the Professional Representatives.
7. Attend OPA and CPA Congresses as able.
8. Organize additional courses as requested by the class (i.e. McKenzie, taping courses).

One PT Professional Representative shall adhere to duties outlined below in addition to:

- a. Work in conjunction with one OT Professional Representative to organize and promote the Career Fair. Present one proposed budget for the fair to the treasurer and president during the planning stages.

One PT Professional Representative shall adhere to duties outlined below in addition to:

- a. Represent the Rehabilitation Society as part of the ThankQ Committee in conjunction with one OT Professional Representative to organize and promote fundraising efforts and the selection of a class gift.

Section 11: Social Coordinators

The Social Coordinator shall:

1. Oversee the planning, organization and management of all Society social events throughout their term on council (May-April). Along with organizing and managing events specifically for rehabilitation students, the coordinators will also keep the students aware of other relevant events and/or fundraisers that are going on at Queen's.
2. Report to the Society the actions in the above stated capacities at each Council meeting.
3. Ensure that all social events of the Society shall be managed with the aim of breaking even financially, unless otherwise authorized by council. Submit a budget of proposed event prior to event coordination requiring council funds.
4. With approval from council, select one relevant charity to support throughout the school year, and organize fundraising events for this selected charity.
5. Organize the graduating OT/PT class formal.
6. Be responsible for ensuring constant communication with the Rehab Therapy Society in order to have approval for events, expenditures, and so on.
7. As needed, social coordinators will be responsible for organizing the following committees to help with events: (i) 1st Year Social Volunteers (non-elected positions where students worked to get the first year classes more involved and aware of events), (ii) Grad Formal Committee (to help prepare for formal).

Section 12: Athletic Representative

The Intramural Representative shall:

1. Supervise the organization and management of all intramural athletic activities in the interest of the Society and report at each council meeting.
2. Attend all Intramural General Assembly meetings.
3. Provide the Intramural Coordinator with their name and summer contact information.
4. Inform the Society of the on-goings of the Intramural Leagues and Tournaments.
5. Assist in organizing co-ed athletic events (i.e. OT-PT games) as sponsored by the Society.
6. Sit as chair on the Helen Chan Award of Merit and Rehab Rookie of the Year Award (see By-Law No. 8 Section 2, Item a. and By-Law No. 9 Section 2, item a.)
7. Maintain and monitor the intramural section of the notice board (lobby of LDA) with upcoming events, manager lists, and game schedules.
8. Assign managers to all Faculty-based Intramural teams and provides names, email and phone numbers to the Intramural Office.
9. Be responsible for maintaining the Intramurals section of the Society webpage.
10. Be responsible for the collection of the Student Intramural Fee at Intramurals Night at the PEC.
11. Organize a team for the BEWIC sports day in January
12. Assist the VP Internal with developing an interprofessional OT-PT dodgeball tournament
13. If Queen's receives an invitation, be responsible for coordinating teams for the OT-PT Games, an athletic tournament between OT and PT schools in Canada

Section 13: Communications Officer

The Communications Officer shall:

1. Act in the interest of the members of the Rehabilitation Therapy Society in the best of their capacity.
2. Report to the council pertinent business and activities of the Rehabilitation Therapy Society website or Social Media page at each council meeting
3. Publish information/news of the Council to keep the student body aware of the Council's roles and activities within the School of Rehabilitation.
4. Update the website and/or social media page regularly regarding relevant articles of business, interest, and leisure for the students and faculty
5. Communicate updates to all four classes when there are updates on the Rehab website or social media page(e.g. society news, events, etc.) via email communication.

Section 15: SGPS Representative

The SGPS Representative shall:

1. Act in the interest of the Society towards the SGPS.
2. Represent the Society at SGPS Assembly meetings with full voting privileges. These are held on the second Tuesday of every month.
3. Report on the pertinent business of the SGPS at each council meeting.
4. Ensure student body is familiar with the SGPS and its services.
5. Collect all mail from the SGPS mailbox.
6. Attend academic council meetings as a voting member.
7. Sit on an SGPS committee.

Section 16: Interprofessional Representative

The Interprofessional Representative

Representative shall:

1. Act as a liaison between the QHIP and all Rehabilitation Therapy students.
2. Promote interprofessional education and the QHIP to the Society.
3. Being the Society's/faculty's concerns to the QHIP.
4. Participate in all QHIP interprofessional events.
5. Sit on QHIP committees as requested by Executive Officers.
6. Report on the pertinent business of the QHIP at each council meeting.

Section 18: Merchandise Representative(s)

The Merchandise Representative(s) shall:

1. Develop merchandise promoting the Physical and Occupational Therapy programs.
2. Organize merchandise sales and distribution of pre-ordered merchandise. The representatives shall hold one sale per academic term.
3. Present a proposed budget to treasurer and president prior to advertising final merchandise order.
4. Manage all profits from merchandise sales in a financially responsible manner prior to submission to treasurer for depositing.
5. Organize merchandise orders by pre-packing individual students' orders for pick-up and organize pick-up times.
6. Communication with Primetime Marketing liaison (currently Spencer DeRose spencer@primetimemarketing.net, or spencerderose@yahoo.ca).

Section 19: Yearbook Coordinator

The Yearbook Coordinator shall:

1. Develop a School of Rehabilitation Therapy Yearbook for the Occupational Therapy and Physical Therapy graduating class.
2. Contact advertisers and yearbook suppliers for the development of the yearbook.
3. Present a proposed budget to treasurer and president prior to developing the yearbook.
4. Manage all monetary transactions between students and yearbook supplier along in conjunction with the treasurer.
5. Select members for a yearbook committee at their discretion while taking into account suggestions from the previous yearbook coordinator.

Article IX: Committees

Section 1: Committees of the School of Rehabilitation Therapy and of the Faculty of Health Sciences:

1. The VP Internal Affairs will solicit members to fill the positions on the School of Rehabilitation Therapy and other Faculty of Health Sciences committees as designated in the current policy manual.
2. These student committee members shall meet regularly in the form of a Committee Caucus
3. A list of all students on the aforementioned committees shall be submitted to the Secretary and the VP Internal Affairs in September each year.

Section 2: Ad Hoc Committee of Council:

The Society Council may at any time form ad hoc committees composed of Society members, which shall be dissolved on completion of their mandates.

Article XI: Finances

Section 1:

Receipts shall be handed into the Treasurer for reimbursement. Money collected (i.e. from an event or sale) shall not be used for reimbursement of expenses.

Section 2:

Expenses shall be reimbursed by cheque, which shall be co-signed by the Treasurer and the President. Treasurer requires 48 hours notice for issuing requested reimbursement cheques.

Section 3:

The Executive may approve expenditures below \$200. Over this, approval from Council is required via a fifty plus one majority vote.

Section 4:

At its discretion, Council may invite request for funding of specific projects which have not already been itemized in the Annual Budget.

Section 5:

A service charge will be applied to all NSF cheques received by the Rehabilitation Therapy Society.

Section 6:

Council members authorized to sign to the Rehabilitation Therapy Society bank account are the Treasurer, President, VP Internal Affairs, VP External Affairs, and Merchandise Representative. Cheques must be signed by two council members.

Section 7:

The collection of the “Intramural Bond Default” fee will take place during intramural sign-ups. This five (5) dollar fee will serve to reimburse those team captains of any Rehabilitation Therapy Team who forfeit their bonds due to default. Those monies collected will be entrusted and controlled by the Rehabilitation Therapy Society.

Article XII: School Emblems

Section 1: Colours

The official school colours shall be pale blue and royal blue.

Section 2: Crest

The official school crest shall be as displayed outside Botterell Hall. The council shall take responsibility for re-painting the crest each year, as organized by the executive.

Section 5: Affiliation

Any other demonstration of affiliation with the School of Rehabilitation Therapy not listed within this Article must be approved by Council.

Article XIII: Rehab Society Website

Section 1: Domain

The Rehabilitation Therapy Society Website shall be located under the domain www.rehabsociety.ca. It shall be maintained by the Communications Officer editor who may choose to use a template site (currently using a free weebly.com account).

Section 2: Email Addresses

The following email addresses (associated with the Society’s domain name) shall be used by Council members:

- president@rehabsociety.ca
- vpinternal@rehabsociety.ca
- vpexternal@rehabsociety.ca
- treasurer@rehabsociety.ca
- secretary@rehabsociety.ca
- socialrep@rehabsociety.ca
- merchrep@rehabsociety.ca
- ptprofessionalrep@rehabsociety.ca
- otprofessionalrep@rehabsociety.ca
- comms@rehabsociety.ca

These emails shall be transitioned to the new members of the Society each year in order to maintain continuity in contact information year to year.

Section 3: Contents

The website shall contain contact information for the Society’s Mission Statement, Society members, Meeting minutes, News Updates as well as other articles and updates, as per the discretion of the Council.

By-Laws

By-Law No. 1: Terms of Office

Section 1: The Executive

All Executive members shall assume their Executive duties on May 1. Incoming 1st year Executive members shall assume their duties in September following their election. Their term of office shall end on April 30 of the following year. Outgoing executive should provide assistance to incoming executive members during the transition period as necessary and able.

Section 2: The Council

- a. Class Representative shall hold their positions from election in September to the end of the academic year.
- b. The Senator and Athletic Representative shall hold office in accordance with requirements of the Senate and Intramural Councils, respectively.
- c. The rest of the Council positions shall hold office from May 1 - April 30.

By-Law No. 2: Nominations

Section 1:

- a. Nominations for all positions shall open at least two weeks prior to an Election.
- b. Nominations shall close one week prior to an election date. No further nomination forms will be accepted after this date for positions for which nominations have been received.
- c. If any position(s) remain(s) open following the initial nomination period, then the nomination period shall be extended for three days for that/those position(s) only.
- d. Announcement of the opening date of nominations shall be made one week in advance.

Section 2:

- a. A nomination form for Executive positions must be completed by a nominator and signed by ten other Rehabilitation Therapy students.
- b. A nomination form for Council positions must be completed by a nominator and signed by ten other Rehabilitation Therapy students.

By-Law No. 3: Elections

Section 1: Elected Positions

- a. The election of a new Executive and council, less the first-year Class Representatives will be held upon return of both 1st year classes from placement.
- b. The election of new first-year Class Representatives (held by first-year Society members) will be held prior to the week of September 15 each year.
- c. March elections will be held by email to facilitate participation of both OT and PT members, and those away on placement.
- d. September elections will be held during class, with ballots being distributed and collected by the respective Class Representatives.
- e. Only PT students have the right to vote for PT Professional Representative candidates and only OT students have the right to vote for the OT Professional Representative candidates.
- f. Class Representatives shall be elected prior to the first Council meeting.
- g. The Society will elect, upon return of both 1st year classes from placement, a Senator to the Senate of Queen's University for a one year term of office.
- h. Candidates are only eligible to run for one position.

Section 2: Election Responsibilities

- a. The elections shall be the responsibility of the Secretary. Duties shall include:
 - a. Holding a one-week pre-nomination period to inform students of upcoming elections (i.e. announcements in classes), posting election notices stating opening and closing dates on the notice board, positions to be contested (including duties), and the date of the Election rally.
 - b. Posting a list announcing winners one day after the elections are completed.
 - c. Creating the Survey Monkey voting survey and distributing to classes.
 - d. Submitting the list of winners to the Communications Officer

b. In the case where the Secretary is unable to run the election, a Council member shall be appointed by the Council to oversee the elections.

c. Elections should be held during March to allow for council transitions to occur in late April before the term start date of May 1.

Section 3: Election Ties

a. In the event of a tie, a second election will be conducted. If a winner is still undetermined, the position will be filled by interview and appointment by the outgoing Rehabilitation Therapy Society Executive.

b. In the event that there is only one nominee for a position, that person will be acclaimed for that position as long as:

a. The nomination form is properly completed and signed,

b. The nomination form was handed in on time and according to all other rules,

c. There be a three day period in which any Society members can contest the acclamation by collecting thirty signatures from fellow students who feel the same. In this case, a second election can be held for that position.

c. If a position remains unfilled after the election, then a second nomination period will be opened for the length of three days. The position will then be filled through interview and appointment by the outgoing Executive. If after the second nomination period a position remains vacant, the outgoing Executive will fill the position on a "first-come, first-served" basis.

Section 4: Resignation

a. Prior to November 1, a by-election must be held to replace members of the Council within one week of their resignation or impeachment from their post. Following November 1, vacancies on Council should be filled at the discretion of the Council.

b. A vacancy caused by the resignation of a Class Representative may be filled at any time by an election held within the class concerned.

c. A By-election shall follow the procedures outlined in By-Law No. 3, Sections 2 and 3.

By-Law No. 4: Meetings

Section 1: Executive Meetings

a. The Executive shall meet once prior to each Council meeting, or at the discretion of the President.

b. Meetings should be held bi-weekly, or at the discretion of the Executive Council.

Section 2: Meeting Attendance

a. All voting members must attend all Council meetings and General Meetings.

b. In the event that a voting member is unable to attend, regrets must be sent to the Secretary at least 24 hours in advance of the meeting time.

c. In the event that a non-voting member is unable to attend, regrets must be sent to the Secretary at least 24 hours in advance of the meeting time.

Section 3: Council Meetings

a. Council meetings shall be held every two weeks or at the discretion of the President, except at the beginning of each term where meetings shall be held on two successive weeks and the meeting outlined in item (b) below.

b. A separate meeting to approve the proposed annual budget will be held a week following the third Council meeting in the fall term.

- c. Any member of Rehabilitation Therapy may attend Council meetings, these meetings are to be open.
- d. Matters for the agenda and all motions written in full may be submitted by any Society member to the Secretary at least 24 hours prior to Council meetings.
- e. A quorum of the Council shall be fifty percent plus one of its voting members.
- f. Council meeting agendas and minutes shall be made available by request of the communications officer via email, and can be requested at comms@rehabociety.ca.

Section 4: General Meetings

- a. A General Meeting may be called at the request of any Society member. This meeting must be chaired by the President.
- b. Matters for the agenda of a General Meeting must be approved by the Executive before the agenda may be posted.
- c. Items must be submitted to the agenda at least five days before the meeting. Any items not on the agenda will not be discussed during the meeting.
- d. The agenda for a General Meeting must be posted at least two days prior to the meeting.
- e. The quorum for a General Meeting shall be thirty-five Society members including fifty percent plus one of voting members. Failing to meet the quorum, the meeting shall go on. Decisions made at this meeting may be appealed with a petition containing thirty-five signatures of Society members within two weeks of the meeting date. If a petition is received, a second General Meeting shall be called. Failing to reach quorum, the original decision shall stand.

By-Law No. 5: Orientation

Section 1:

- a. The Rehab Orientation Committee (ROC) executive shall consist of two Head ROCs (if possible one from each discipline), the Rehab Society treasurer, and one faculty member. It is up to the discretion of the Head ROCs to determine if other positions are required.
- b. Interested applicants shall attend an information meeting with outgoing Head ROCs. At this point interested applicants for incoming Head ROCs should formally express intent to fill position.
- c. Outgoing Head ROCs, and either President or Vice-President of Internal Affairs will select successful applicant to fill Head ROC openings.
- d. A formal transition meeting will be held with the previous Head ROCs and incoming ROCs before the end of April.
- e. The incoming Head ROCs will be responsible for assembling a committee to organize Orientation week- aiming for equal representation from the two disciplines.

Section 2:

- a. The committee shall be responsible for planning activities for the next Orientation Week.
- b. The committee members shall be directly responsible to the President of the Rehabilitation Therapy for their actions and make available to her/him a plan for the week's events prior to Orientation Week.

Section 4:

- a. Rehab Society treasurer shall be responsible for managing all funds associated with orientation week.

b. Orientation week shall be a non-profit event, and not run a deficit. In the event of a profit, the money shall be returned to the Rehabilitation Therapy Society. **NB. Money cannot be returned to individual members of the class.**

By-Law No. 6: The Rehabilitation Therapy Society Award

Section 1: The Award

The Rehabilitation Therapy Society Award is the highest honour that can be paid for valuable and distinguished service to the School of Rehabilitation Therapy in extracurricular activities (excluding varsity sports). Nominations are to come from students in their final year of study. All nominations will be recognized, with a maximum of two awards (one from each discipline) given within one academic year.

Section 2: The Chairperson

The Speaker of the Rehabilitation Therapy Society shall act as the Chairperson. The speaker must understand the constitution and the sections stipulating the awards (By-Law No. 6, By-Law No. 7, By-Law No. 8 and By-Law No. 9). This individual shall be the only non-voting member of the Selection Committee.

Section 3: The Committee

The Selection Committee shall consist of the class representative from each class and the one non-voting Chairperson. If any member of the Selection Committee is found to be nominated for the award, that person is to be replaced on the Committee. The replacement shall be an arbitrarily picked individual who will represent their respective classmate. Each member of the Selection Committee must attend every meeting otherwise his or her vote will be forfeited.

Section 4: Selection Process

a. Promotion of the award, by any and all available means (posters, email, Rehab Society website, Therapeutic Word, class announcements) shall commence 6 weeks prior to the Spring Graduation Formal and shall last for 3 consecutive weeks. Promotion of the award shall be made by the Speaker. The information provided through the promotion shall include:

- i. Description of the award
- ii. Criteria for eligibility
- iii. Opening and closing dates

b. Nominations will be accepted from any member of the society within the first 3 weeks of the promotion. Once this time has expired no additional nominations will be accepted. The nominations must include the nominee's name, name of the student submitting the nomination, along with a completed nomination form.

c. The Chairperson shall collect all nominations and call the first meeting of the Selection Committee during the third week prior to the Spring Graduation Formal. Discussion regarding the meaning of the award and the selection process shall take place during this meeting. Copies of the nomination forms for the RTSA will be distributed, and the first vote shall take place based on the nomination forms. Each voting member shall cast a YES/NO vote for each of the nominations forms. If 2 of the 6 votes are cast as NO vote against the nominee, the nomination shall be nullified.

d. Of the remaining nominees, a vote shall be taken. Votes are to be taken via secret ballot based on a ranking system, ie. every voting member shall rank the nominees from most deserving nominee to least deserving nominee. The Rehabilitation

Therapy Awards will be granted to the top one or two nominees (one from both OT and PT).

Section 5: The Award Winners

The Chairperson shall have these names engraved on the RTSA Plaque located in the main lobby of LDA and placed on individual plaques. The names of all successful nominees, their contributions and their accomplishments shall be announced at the Graduation Formal. At this time the RTSA winners shall be announced and receive their plaques.

By-Law No. 7: Blue Star Award

Section 1: The Award

The Blue Star Award shall be presented to one professor from the Occupational Therapy program and one professor from the Physical Therapy program in recognition of excellence in teaching. All professors, including RBHS professors, who have taught in the past academic school year shall be eligible for the award.

Section 2: The Chairperson

The Speaker of the Rehabilitation Therapy Society shall act as the Chairperson. The speaker must understand the constitution and the sections stipulating the awards (By-Law No. 6, By-Law No. 7, By-Law No. 8 and By-Law No. 9).

Section 3: Selection Process

- a. Promotion of the award, by any and all available means (posters, email, website, Therapeutic Word, class announcements) shall commence 6 weeks prior to the Spring Graduation Formal and shall last for 3 consecutive weeks. Promotion of the award shall be made by the Speaker.
- b. The Chairperson must create a Fluid Survey to collect votes from students in the 2nd year OT and PT classes at the end of January/beginning of February.
- c. The survey must remain open for a minimum of 3 days before the results are tallied. A vote count will take place once all the votes have been collected from all classes.
- d. The recipient of the award shall be recognized during an Academic Council, School of Rehabilitation Therapy meeting by the President.

By-Law No. 8: Helen Chan Award of Merit

Section 1: The Award

The Helen Chan Award of Merit (HCAM) shall be presented to any student(s) who has/have demonstrated outstanding involvement in intramurals for the past academic year. A maximum of two students will be presented with the award annually.

Section 2: The Chairperson

The Speaker of the Rehabilitation Therapy Society shall act as the Chairperson. The Speaker must understand the constitution and the sections stipulating the awards (By-Law No. 6, By-Law No. 7, By-Law No. 8 and By-Law No. 9). This individual shall be the only non-voting member of the Selection Committee.

Section 3: The Committee

The Selection Committee shall consist of the class representative from each class and the one non-voting Chairperson. If any member of the Selection Committee is found to be nominated for the award, that person is to be replaced on the Committee. The replacement shall be an arbitrarily picked individual who will represent their respective

classmate. Each member of the Selection Committee must attend every meeting otherwise his or her vote will be forfeited.

Section 4: Selection Process

- a. Promotion of the award, by any and all available means (posters, email, website, Therapeutic Word, class announcements) shall commence 6 weeks prior to the Spring Graduation Formal and shall last for 3 consecutive weeks. Promotion of the award shall be made by the Speaker. The information provided through the promotion shall include:
 - i. Description of the award
 - ii. Criteria for eligibility
 - iii. Opening and closing dates
- b. Nominations will be accepted from any member of the society within the first 3 weeks of the promotion. Once this time has expired no additional nominations will be accepted. The nominations must include the nominee's name, name of the student submitting the nomination, along with a completed nomination form.
- c. The Chairperson shall collect all nominations and call the first meeting of the Selection Committee during the third week prior to the spring Graduation formal. Discussion regarding the meaning of the award and the selection process shall take place during this meeting. Copies of the nomination forms for the HCAM will be distributed, and the first vote shall take place based on the nomination forms. Each voting member shall cast a YES/NO vote for each of the nominations forms. If 2 of the 6 votes are cast as NO vote against the nominee, the nomination shall be nullified.
- d. Of the remaining nominees, a vote shall be taken. Votes are to be taken via secret ballot based on a ranking system, ie. every voting member shall rank the nominees from most deserving nominee to least deserving nominee. The Helen Chan Award of Merit will be granted to the top one or two nominees (one from both OT and PT).

Section 5: The Award Winners

The Chairperson shall have these names engraved on the Helen Chan Award of Merit Plaque, located in the main lobby of LDA and placed on individual plaques. The names of all the successful nominees, their contributions and their accomplishments shall be announced at the Graduation Formal. At this time the HCAM winners shall be announced and their plaques given out.

By-Law No. 9: Rehab Society Rookie of the Year Award

Section 1: Award

The Rehab Therapy Society Rookie of the Year Award shall be presented to the one Occupational Therapy and one Physical Therapy first year student who have demonstrated a high level of participation, sportsmanship, and dedication to the intramural program and the School of Rehab Therapy community. A maximum of two students will be presented with the award annually.

Section 2: The Chairperson

The Speaker of the Rehabilitation Therapy Society shall act as the Chairperson. They must understand the constitution and the sections stipulating the awards (By-Law No. 6, By-Law No. 7, By-Law No. 8 and By-Law No. 9). This individual shall be the only non-voting member of the Selection Committee.

Section 3: The Committee

The Selection Committee shall consist of the class representative from each class and the one non-voting Chairperson. If any member of the Selection Committee is found to be nominated for the award, that person is to be replaced on the Committee. The replacement shall be an arbitrarily picked individual who will represent their respective classmate. Each member of the Selection Committee must attend every meeting otherwise the vote will be forfeited.

Section 4: Selection Process

a. Promotion of the award, by any and all available means (posters, email, website, Therapeutic Word, class announcements) shall commence during the fourth week of February. Promotion of the award shall be made by the Speaker. The information provided through the promotion shall include:

- i. Description of the award
- ii. Criteria for eligibility
- iii. Opening and closing dates

b. Nominations will be accepted from any member of the society within the first 3 weeks of the promotion. Once this time has expired no additional nominations will be accepted. The nominations must include the nominee's name, name of the student submitting the nomination, along with a completed nomination form.

c. A vote shall be taken. Votes are to be taken via secret ballot based on a ranking system, ie. every voting member shall rank the nominees from most deserving nominee to least deserving nominee. The Rookie of the Year Award will be granted to the top one or two nominees (one from both OT and PT).

Section 5: The Award Winner

The traditional Rookie of the Year Award shall be given out to the recipients of the award at the Annual End of the Year Potluck (or equivalent Rehab Society event).

By-Law No. 10: Graduate Reception

Section 1

a. The council will co-host a reception for the graduating class in conjunction with the School of Rehabilitation Therapy. Both parties will equally share responsibilities for planning the reception (including reservations of facilities, staffing, and invitation of graduating students, friends and their families).

b. The Council will donate half the total cost of the reception, to a maximum of \$700.00, as a congratulatory gift to the graduating class.

c. This contract shall be reviewed annually by both the School of Rehabilitation Therapy and the Society.

By-Law No. 11: Application for Sponsorship/Funding

The Rehabilitation Therapy Society may be approached by student organizations for funding to assist with Rehabilitation Therapy student-centered activities or initiatives. Examples of such activities and initiatives include attending conferences, hosting student-run conferences and hosting external speakers. The Council will consider applications for funding that comply with the policy set out below.

Criteria for receiving Rehabilitation Society Council funding:

The organization requesting funding must:

a. Complete the Rehabilitation Society Council Student Request for Funds form.

- b. Submit the Student Request for Funds form to the Society President a minimum of two weeks before the student request is to be put on the Council meeting agenda. Other student requests will be accepted at the President's discretion.
- c. Present a summary of the request and its merits, lasting no more than 10 minutes, to the Society Council. A question and answer period will follow.
- d. Supply a budget (if applicable) to the Council outlining the overall costs of the event and where the money (if applicable) received from the Rehabilitation Society Council will be applied.

The Society will:

- a. Provide a maximum of \$200 to an individual and \$500 to a group requesting funds.
- b. Allow a maximum of 3 individual requests and 2 group requests to be funded annually.

PLEASE NOTE:

In order to facilitate discussion, the presenter of the request shall be asked to excuse themselves from the room while the debate over the designation of support or funds is occurring.

The VP External or Treasurer shall be responsible for contacting the petitioner and relaying the council's decision as to the outcome of the request.

All persons who wish to make a student request for monetary support may be asked to sign a contract outlining any conditions to the awarding of funds or support. It will be the responsibility of the Treasurer to outline this contract. (This may include, but is not limited to, requiring the party to submit receipts upon completion of the event, present information to the council upon the event's completion, teaching the council about what they have learned through the sponsored activity or providing programming for the council, etc.)

The council reserves the right to withdraw its support from any student request that has been previously supported by a majority vote if the presenters in any way misrepresented their intentions or the uses to which the funds received (if applicable) from the Rehabilitation Society were put to. (This includes, but is not limited to, misrepresenting their financial situation, not fulfilling requirements of their contract with the Rehabilitation Society, etc.)

By-Law No. 12: The Legacy Award

Section 1: Award

The Legacy Award is the annual gift from the Rehabilitation Therapy Society to the School of Rehabilitation Therapy. This shall be presented to the School of Rehab upon the completion of the Academic year.

Section 2: Selection

- a. The funding for this award shall be based on a percentage of the Merchandise income from that academic year, aiming for a gift of a minimum of \$200 to a maximum of \$400.
- b. Selection of appropriate gift(s) shall be overseen by the Class Representatives.
- c. Class Representatives shall bring suggestions forward to Council and approval from Council is required via a fifty plus one majority vote

Section 3: Presentation

- a. The President will present the award at an Academic Council, School of Rehabilitation Therapy meeting, following approval from the Chair of Academic Council.

Appendix A: Abbreviations

AMS:	Alma Mater Society
BEWIC:	Men's and women's combined intramural sports
BEWS:	Men's intramural sports
CAOT:	Canadian Association of Occupational Therapists
COTO:	College of Occupational Therapists of Ontario
CPA:	Canadian Physiotherapy Association
CPA-NSA:	Canadian Physiotherapy Association – National Student Assembly
OPA:	Ontario Physiotherapy Association
OSOT:	Ontario Society of Occupational Therapy
OT:	Occupational Therapy
PHEKSA:	Physical Education and Kinesiology Students Association
PT:	Physical Therapy
QHSSA:	Queen's Health Science Students Association
RAW:	Rehabilitation Awareness Week
ROC:	Rehabilitation Orientation Committee
SGPS:	Society of Graduate and Professional Students
WAG:	Winter Adapted Games
WIC:	Women's intramural sports