Rehabilitation Therapy Student Society

CONSTITUTION

Queen's University – School of Rehabilitation

Last Updated:
June 2, 2026

The Rehabilitation Therapy Student Society acknowledges that Queen's University is situated on the ancestral territories of the Anishinaabe, Haudenosaunee, Huron-Wendat and Metis peoples. To acknowledge this traditional territory is to recognize its long history predating colonization and to recognize this land's significance for the Indigenous peoples' who lived, and continue to live, upon it. The members of our Rehab Student Society make up a diverse group of students coming from many different corners of Canada and the world. We are grateful for the opportunity to meet on these lands, while building relationships and learning from our connections. We acknowledge that for many of us, this journey was made possible in part by the direct consequences of colonization and the systematic marginalization of Indigenous Canadians. Subsequently, we recognize as student leaders and future health care professionals, we have a responsibility to work towards reconciliation, to rebuild relationship with our Indigenous friends, community members and future clients, while creating inclusive and safe spaces for all.

Section I: The Society and Its Members

Article 1: Name

1.1.1 Name

The name of this Society shall be the Rehabilitation Therapy Society of Queen's University (the "RTS").

Article 2: Objectives

1.2.1 Object

The objective of the RTS shall be to:

i. Serve the interests and needs of a diverse group of rehabilitation therapy students within a multidisciplinary Faculty of Health Sciences; and

ii. Act as a medium of communication between the students and the governing bodies of Queen's University or any other recognized society.

1.2.2 Authority

The RTS recognizes the right of the Society of Professional and Graduate Students of Queen's University to take precedence over all student organizations on campus.

Article 3: Membership

1.3.1 General Members

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

1.3.2 General Members' Rights and Privileges

The rights and privileges of members of the Society shall include the following:

i. The right to vote in all RTS elections;
ii. The right to attend Council meetings of the RTS;
iii. The right to move or second motions at such meetings;
iv. The right to speak for or against any motion;
v. The privilege of holding office within the RTS by standing for election in accordance with the By-Laws; and
vi. The privilege to make use of the RTS' and SGPS' facilities and services, subject to the general regulations governing their use.

1.3.1 Associate Members

All graduate students enrolled in the Aging and Health, Rehabilitation Science, and Rehabilitation and Health Leadership programs.

1.3.1 Associate Members' Rights and Privileges

The rights and privileges of members of the Society shall include the following:

i. The right to attend Council meetings of the RTS;
ii. The right to move or second motions at such meetings;
iii. The right to speak for or against any motion;
iv. The privilege to make use of the RTS' and SGPS' facilities and services, subject to the general regulations governing their use.

1.3.2 RTS Members' Obligations

The obligations of members shall be as follows:

i. The obligation to obey the Constitution and Policies; and
ii. The obligation to uphold, respect and promote the integrity and traditions of Rehabilitation Therapy professions.

1.3.3 Dues

The annual dues shall be administered as a Student Activity Fee and collected by Queen's University as part of the registration charge.

Section II: The Rehabilitation Therapy Society Student Council

Article 1: RTS Council Objectives

2.1.1 Mission

The Rehabilitation Therapy Society Student Council at Queen's University shall be the representative body of the Society. It shall be dedicated and spirited student leaders who operate in a collegial way to uphold and promote the needs of a diverse group of students registered in programs in the School of Rehabilitation Therapy within a multidisciplinary Faculty of Health Sciences.

2.1.2 RTS Council's Duties and Powers

The RTS Council shall:

i. Act as the legislative body of the RTS;
ii. Be responsible for directing and overseeing the activities of the RTS;
iii. 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; and
iv. Facilitate communication between its members and with faculty, other governing bodies of the University, the community, and professional organizations.

Article 2: RTS Council Members

2.2.1 Membership

The Officers of the Society, who shall collectively be known as the Rehabilitation Therapy Society Student Council, shall consist of:

i. Voting members:
    a. Executive Council
        - President
        - Vice-President OT
        - Vice-President PT
        - Secretary
        - Treasurer
    b. Non-Executive Council
        - OT Professional Representatives (1-2 students from each year)
        - PT Professional Representatives (1-2 students from each year)
        - Social Representatives (1-3 students from each year of OT and PT)
        - Class Representatives (1-2 students from each year's OT and PT classes)
        - Athletic Representatives (1 student from each OT and PT year 2)
        - Communications Officer
        - Merchandise Representatives (1 student from each OT and PT year 2)
        - SGPS Representative/Senator
        - Yearbook Coordinator
        - Speaker

- Health & Wellness Representatives (1-2 students from each of the first and second years)
- Interprofessional and Orientation Events Coordinator (1 student from each OT and PT year 2 - to be implemented for 2024-25)
- Equity, Diversity, & Inclusion Representative (1-2 students from the second year and 1-2 students from the first year)
- PT Curriculum Committee Representative (1-2 students from PT year 1; can have 1-2 students from each year in following years)

i. Non-Voting Members
   a. Speaker
      - Exception when tiebreaking vote is necessary.

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

Article 3: Nomination and Election Procedures

2.3.1 Term of Office

The term of office of the Society Council shall be 12 months from the date of appointment in April, with the exception of Year 1 students, who shall have terms of office of 8 months starting in September.

2.3.2 Holding a Position

No person may hold more than one (1) position on the RTS Council at the same time, except in special circumstances approved by the President, and only after two rounds of elections have not resulted in candidates willing to take on the role. In such cases, the person filling multiple positions assumes full responsibility for all duties of those positions.

2.3.3 Resignation from Office

Any officer of the Society Council who wishes to resign his/her office shall submit a letter of resignation to the President three (3) weeks in advance of the effective date of the resignation. In extenuating circumstances, Council is free to waive necessity for advance written notice.

2.3.4 Chief Electoral Officer

The Secretary of Council shall act as Chief Electoral Officer, overseeing the Society's elections. 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

2.3.5 Election Dates

Elections shall be held on a date chosen by Council, which shall occur in March after the Year 1 students have returned from placement.

2.3.6 Nomination Procedures

i. A nomination period of no fewer than five (5) days will be announced by the Chief Electoral Officer to members a minimum of five (5) days in advance. This nomination period must end a minimum of three (3) days before the election. In the event of a by-election, the nomination period need only be announced one (1) day in advance in order to facilitate an expedient re-election.
ii. Nominations for all offices shall be communicated to the Chief Electoral Officer prior to the close of nominations. Nominations shall be 250 words in length and include relevant experience and assets that the nominee will bring to the office. This written submission will be posted to voting members for review prior to the election period commencing.
iii. There shall be no limit on the number of nominees for each office.
iv. Candidates may nominate themselves for any number of positions. In the event that a candidate opts to run for more than one position, they must specify their rank order of positions in advance. Should a candidate win the election for multiple positions, they will be awarded and hold their highest ranked position. The runner-up in all other positions, respectively, will be awarded those.

2.3.7 Election Procedures

i. Elections will be conducted online by the Chief Electoral Officer, who will ensure that each Society member can only vote once, and that voting is anonymous.
ii. The voting period shall be no less than three (3) days.
iii. When there are multiple candidates, a simple majority of member votes is required.
iv. When only one candidate is nominated for a particular office, they will be acclaimed for that position.
    a. There will be a three (3) 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.
v. At the conclusion of voting, the Chief Electoral Officer shall tally and show the results to the President. Election results shall be reported to the Society members by the Chief Electoral Officer as soon as possible.
vi. In the event of a tie, a second election will be opened for three (3) days. If a winner is still undetermined, the position will be filled by interview and appointment by the outgoing Rehabilitation Therapy Society Council.

2.3.8 By-Elections

i. Any office shall become vacant if there are no nominations received during the annual Society nomination period, or if the elected officer resigns or is removed from office under the provisions of Section II Article 6.

ii. Should an office become vacant, s by-election shall occur as expediently as possible, on a date to be chosen by the Council, under the oversight of the Chief Electoral Officer.
iii. A By-Election shall follow the procedures outlines in 2.3.6 and 2.3.7.
iv. Should positions remain vacant after these provisions, the Council may elect to leave the offices vacant and distribute their duties amongst Council members.

2.3.7 First Year Elections Procedures

i. A nomination period of no fewer than five (5) days will be announced during the first week of classes following Orientation week. Second Year council members in corresponding positions (OT/PT Social, Professional and Class Representatives) will provide a brief overview of the positions available and the election process.
ii. Nominations shall be 250 words in length and include relevant experience and assets that the nominee will bring to the office. Candidates will submit their nominations to the Chief Electoral Officer who will post all written submissions to council.
iii. There shall be no limit on the number of nominees for each office.
iv. Candidates may nominate themselves for any number of positions. In the event that a candidate opts to run for more than one position, they must specify their rank order of positions in advance. Should a candidate win the election for multiple positions, they will be awarded and hold their highest ranked position. The runner-up in all other positions, respectively, will be awarded those.
v. Council will vote on nominations.
vi. When there are multiple candidates, a simple majority of member votes is required.
vii. When only one candidate is nominated for a particular office, they will be acclaimed for that position.
viii. In the event of a tie, a second round of voting will be conducted. If a winner is still undetermined, the position will be filled by interview and appointment by executive council members.
ix. Election results shall be reported to the Society members by the Chief Electoral Officer as soon as possible.

Article 4: Duties of Officers

2.4.1 Duties of All Council Members

It shall be the duty of each officer of the Society Council to:

i. Attend all meetings of Council as outlined in Section II Article 10;
ii. Become familiar with the duties of officers as in Section II Article 3.2 and all other sections of the Constitution of the Society that apply to the office;
iii. Act as an ambassador of the Society by promoting its work, assisting other council members, and carrying out duties in the best interests of the Society and its constituents;

iv. Prepare submissions for the RTS Council website and other social media outlets as necessary; and
v. Prepare and submit to the President and Secretary a detailed transition report and other documents for his/her successor(s) 1 week prior to the end of his/her term.

2.4.1 Duties of Each Officer

i. President

The President shall:

a. Preside over Executive meetings with the exceptions stated in the By-Laws.
b. Chair the Council meetings of the Rehab Society and enforce all the rules of order.
c. Supervise, assist, and advise all members of Council as may be necessary to ensure the fulfillment of their duties.
d. Act as the primary liaison between the Society and the School of Rehabilitation Therapy and Faculty of Health Sciences, including maintaining communication with the Nursing Science Society and Aesculapian Society.
e. Facilitate the activity of the Society Council in order to effectively administer the Society Constitution and By-laws, including overseeing all activities of the Society and its committees and ensuring the constitution is easily accessible to all members.
f. Ensure that the constitution and its bylaws are upheld, being the final authority when interpretation is required.
g. Be responsible for overseeing constitutional changes.
h. Represent the Society on the:
    - Faculty Board, Faculty of Health Sciences with full voting privileges.
    - Academic Council, School of Rehabilitation Therapy meetings with full voting privileges.
    - Education Awards Committee with full voting privileges.
i. Represent the Society at social and ceremonial occasions and to external bodies as necessary.
j. Together with the Treasurer, be a co-signor on all financial agreements entered into on behalf of the RTS and similarly oversee any outgoing funds.
k. Promote on-going projects to improve the presence of the SRT in a fiscally responsible manner.
l. Collect transition reports from Council members and submit a final report to the Director of the School of Rehabilitation Therapy.
m. Provide a written description of the Rehabilitation Therapy Student Society and Student Council to the Tricolour Yearbook and the Rehabilitation Orientation Committee Executive, annually.
n. Provide a written opening address for the Society webpage.

o. Maintain the Society office and ensure transition reports, financial statements and the constitution are kept in order.
p. Responsible for overseeing the annual Legacy Gift

ii. Vice President of Occupational Therapy (OT)

The Vice President of OT shall:

a. Preside over Executive meetings at the request or absence of the President in combination with the VP of PT.
b. Assist the President in all duties in combination with the VP of PT.
c. Coordinate the activities of all Officers and committees representing the academic, clinical, educational, professional, social, community and athletic interests of the Society and be a non-voting member of any such committee in combination with the VP of PT (e.g. Mental Health Committee, Formal Committee, etc.).
d. Coordinate yearly the recruiting and filling of vacant OT student positions on committees of the School of Rehabilitation Therapy and the Faculty of Health Sciences as outlined in Section II Article 7.
e. Support and be responsible for the activities of the Rehab Society Website, OT Professional Representatives, OT Class Representatives, OT Social Representatives, and OT Athletic Representative.
f. Oversee coordination of mentorship program with VP of PT
g. Assist VP of PT with the organization and promotion of events and activities in the Queen's and Kingston community (e.g. Terry Fox Run, Blood Drives, KidsInclusive Run/Walk, etc.).
h. Oversee the Winter Adapted Games (WAG) in combination with the VP of PT. 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. Distribution of these duties can be further discussed between the VP of OT and VP of PT.
i. Follow up on presentations or reports of OT students who have been sponsored by Rehabilitation Therapy Society to attend conferences or other forums for professional development.
j. Be responsible for overseeing constitutional changes in combination with the President and the VP of PT.
k. Represent the Society on the Bracken Health Sciences Library Committee in combination with the VP of PT.
l. Help to facilitate and oversee the election process in combination with the VP of PT and the Secretary.

m. Assist IP rep in the recruitment of a co-coordinator to lead Orientation Week committee from the other first year class ensuring a balance of OT/PT on the coordination team.
n. The Vice-President (OT) must ensure representation at SGPS Council meetings. The Society is entitled to three (3) representatives. Ideally, these representatives should be the SGPS Representative/Senator, the Vice-President (OT), and the Vice-President (PT). If any of these positions are vacant, or if the holder of one of these positions is unable to attend a meeting, another member of the RTS Council, preferably from the opposite program, must attend to ensure appropriate representation.

iii. Vice President of Physical Therapy

The Vice President of PT shall:

a. Preside over Executive meetings at the request or absence of the President in combination with the VP of OT.
b. Assist the President in all duties in combination with the VP of OT.
c. Coordinate the activities of all Officers and committees representing the academic, clinical, educational, professional, social, community and athletic interests of the Society and be a non-voting member of any such committee in combination with the VP of OT (e.g. Mental Health Committee, Formal Committee, etc.).
d. Coordinate yearly the recruiting and filling of vacant PT student positions on committees of the School of Rehabilitation Therapy and the Faculty of Health Sciences as outlined in *Section II Article 7.*
e. Support and be responsible for the activities of the Rehab Society Website, PT Professional Representatives, PT Class Representatives, PT Social Representatives, and PT Athletic Representatives.
f. Oversee coordination of mentorship program with VP of PT
g. Assist VP of OT with the organization and promotion of events and activities in the Queen's and Kingston community (e.g. Terry Fox Run, Blood Drives, KidsInclusive Run/Walk, etc.).
h. Oversee the Winter Adapted Games (WAG) in combination with the VP of OT. 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. Distribution of these duties can be further discussed between the VP of OT and VP of PT.
i. Follow up on presentations or reports of PT students who have been sponsored by Rehabilitation Therapy Society to attend conferences or other forums for professional development.
j. Be responsible for overseeing constitutional changes in combination with the President and the VP of OT.

k. Represent the Society on the Bracken Health Sciences Library Committee in combination with the VP of OT.
l. Help to facilitate and oversee the election process in combination with the VP of PT and the Secretary.
m. Assist IP rep in the recruitment of a co-coordinator to lead Orientation Week committee from the other first year class ensuring a balance of OT/PT on the coordination team.
n. The Vice-President (PT) must ensure representation at SGPS Council meetings. The Society is entitled to three (3) representatives. Ideally, these representatives should be the SGPS Representative/Senator, the Vice-President (OT), and the Vice-President (PT). If any of these positions are vacant, or if the holder of one of these positions is unable to attend a meeting, another member of the RTS Council, preferably from the opposite program, must attend to ensure appropriate representation.

iv. Secretary

The Secretary shall:

a. 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.
b. Organize time and place of meetings. Book the rooms for council and executive council meetings.
c. Keep minutes of all meetings of the Society
d. Publish minutes of all Council and General meetings of the Society for its members through the Communications Officer. If the Communications Officer does not send a reminder of RTS meetings on the group chat (communication platform) by the day of the meeting, the Secretary will assume this responsibility.
e. Run elections as stipulated in *Section II Article 3.*
f. Keep the files and documents of the Society up-to-date and in order.
g. Keep the Rehab bulletin board in LDA and other communication platforms up-to-date.
h. Oversee the lending of files and documents.
i. Present an up-to-date Constitution to each new Society member.
j. Prepare and distribute the complete Rehabilitation Therapy Student Society Phone and Email Directory by the end of the third week of classes in September each year.

v. Treasurer

The Treasurer shall:

a. Control the funds of the RTS with assistance from the President.

b. Maintain the financial records of the Society by keeping up-to-date spreadsheets of incoming and outgoing funds, inclusive of petty cash box.
c. With the assistance of the Executive Council, develop long-term financial goals for the society and develop procedures to meet such goals by developing a proposed budget for the upcoming year and providing a final financial report prior to transition.
d. Collect and dispense of any Society monies as stated in the By-Laws.
e. Present a financial report to the Society and to executive council Meetings as requested but no less than twice each academic year.
f. Oversee any fundraising for charity.
g. Act as treasurer for orientation committee, overseeing incoming and outgoing funds for orientation week activities.
h. 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.
i. Provide funds for major Society events, which generally include, but are not limited to:
    - Graduation formal
    - Clothing order in the fall and winter
    - Various social events throughout the year
    - Career fair in winter
    - WAG in the winter

vi. OT Professional Representatives (1-2 students from each year)

The OT Professional Representatives shall:

a. 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 Month and gOT Spirit Challenge [University of Alberta]).
b. 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).
c. 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.
d. Report to the Society their actions in the above stated capacities at each Council meeting, or when deemed appropriate.

e. Organize additional courses as requested by the class (e.g. extended splinting workshops, CBT courses, Action Over Inertia, ASIST, pOTential pathways event, etc.)
f. Work in conjunction with PT Professional Representatives to organize and promote the Career Fair. Present one proposed budget for fair to the Treasurer and President during the planning stages.

vii. PT Professional Representatives (1-2 students from each year)
The PT Professional Representatives shall:
a. 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.
b. Act in the interests of the member of the Society in the Division of Physical Therapy in their capacity in professional organizations of physical therapists (i.e. OPA QSL District, CPA National Student Assembly).
c. Organize an event for Physiotherapy Month (May) each year in order to promote the Physical Therapy profession to the Queen's community (working with the National Student Assembly of the CPA).
d. 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.
e. Report to the society the actions in the above stated capacities at each Council meeting, or where deemed appropriate.
f. In conjunction with the OT Professional Representatives, organize and host the Rehabilitation Career Fair each year.
g. Attend OPA and CPA Congresses as able.
h. Organize additional courses as requested by the class (i.e. McKenzie, taping courses).
i. Aid in the training of the subsequent year's PT Professional Representatives.

viii. Social Representatives (1-3 students from each year of OT and PT)
The Social Representatives shall:
a. Oversee the planning, organization and management of all Society social events and other relevant events and/or fundraisers that are going on at Queen's throughout their term on council (May-April).
b. Report to the Society the actions in the above stated capacities at each Council meeting.

c. 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.
d. With approval from council, select one relevant charity to support throughout the school year, and organize fundraising events for this selected charity.
e. Be responsible for ensuring constant communication with the Rehab Therapy Society in order to have approval for events, expenditures, and so on.
f. Final year Social Representatives shall be responsible for organizing the graduating OT/PT class formal, including organizing a Formal Committee to help prepare for the event.

ix. Class Representatives (1-2 students from each year's OT and PT classes)

Class Representatives shall serve as the liaison between their respective class cohort and the RTS Council. Their duties and expectations include:

a. Act as the communication medium between the Faculty, Executive, Council, and their class on all issues of concern to the Society and general announcements.
b. Represent their class or, when requested by Council, oversee the appointment by the class of another student representative.
c. Be responsible for obtaining and communicating class feedback regarding academic concerns. This includes issues that affect the class collectively, such as workload, course structure, assignment expectations, or scheduling conflicts. *Class reps are not expected to manage individual concerns such as personal grades or private disputes with instructors.*
d. Communicate through appropriate channels (e.g., anonymous feedback forms, class announcements, group chats, or email) and follow up with relevant faculty or staff.
e. Be responsible for facilitating course evaluations (e.g., QSSETs), and ensure communication with the program assistant **at least one month** before the end of each semester to receive the necessary instructions. If the program assistant has not reached out by that time, class reps must proactively follow up.
f. Share interprofessional and outreach opportunities with the class when contacted by organizations.
g. Attend OT/PT program meetings with designated staff and faculty. This includes:
    - Gathering class feedback in advance
    - Submitting a brief report before the meeting to share class feedback and/or information about student activities.

- Providing feedback during meetings on topics related to student experiences within the program. Class reps are expected to share their own perspectives rather than act as spokespersons for the entire class unless broader feedback has been explicitly requested.

h. Sit on the committees for various awards (e.g., the Rehabilitation Therapy Society Award, the Helen Chan Award of Merit, and the Rehab Society Rookie of the Year Award) in accordance with Section II, Article 11. Coordination will be facilitated by the Speaker.
i. Final year class representatives shall oversee the selection of the class gift in conjunction with the ThankQ Committee.

x. Athletic Representatives (1 student from each OT and PT year 2)
The Athletic Representatives shall:
a. Supervise the organization and management of all intramural athletic activities in the interest of the Society and report at each council meeting.
b. Attend all Intramural General Assembly meetings.
c. Provide the Intramural Coordinator with their name and summer contact information.
d. Inform the Society of the on-goings of the Intramural Leagues and Tournaments.
e. Assist in organizing co-ed athletic events (i.e. OT-PT games) as sponsored by the Society.
f. Sit as chair on the Helen Chan Award of Merit and Rehab Rookie of the Year Award (see Section II Article 11).
g. Maintain and monitor the intramural section of the notice board (lobby of LDA) with upcoming events, manager lists, and game schedules.
h. Assign managers to all Faculty-based Intramural teams and provides names, email and phone numbers to the Intramural Office.
i. Be responsible for maintaining the Intramurals section of the Society webpage.
j. Be responsible for the collection of the Student Intramural Fee at Intramurals Night at the PEC.
k. Organize a team for the BEWIC sports day in January
l. Assist the President with developing an interprofessional OT-PT dodgeball tournament.
m. 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.

xi. Communications Officer
The Communications Officer shall:

a. Publish minutes of all Council and General meetings of the Society for its members on the Rehabilitation Therapy Society website and distribute them via email to all Society members.
b. Report to the council pertinent business and activities of the Rehabilitation Therapy Society website or Social Media page at each council meeting
c. Publish information/news of the Council to keep the student body aware of the Council's roles and activities within the School of Rehabilitation.
d. Update the website and/or social media pages monthly regarding relevant articles of business, interest, and leisure for the students and faculty
e. Communicate updates to all School of Rehabilitation students, including changes on the RTS website or social media pages (e.g., society news, events, etc.), via email communication. Send a reminder to council members one day prior to each meeting on the group chat (communication platform).
    - This includes providing email communication to student representatives in other RTS programs including, Rehabilitation Science, Aging and Health, and Rehabilitation and Health Leadership.

xii. Merchandise Representatives (1 student from each OT and PT year 2)

The Merchandise Representatives shall:

a. Develop merchandise promoting the Physical and Occupational Therapy programs, as well as the other Rehabilitation Therapy Programs as requested.
b. Organize merchandise sales and distribution of pre-ordered merchandise. The representatives shall hold one sale in Fall term and one sale in Winter term.
c. Present a proposed budget to the Treasurer and President prior to advertising final merchandise order.
d. Manage all profits from merchandise sales in a financially responsible manner prior to submission to treasurer for depositing.
e. Organize merchandise orders for individual students' orders for pick-up and organize pick-up times.
f. Communication with Primetime Marketing liaison.

xiii. SGPS Representative/Senator

The SGPS Representative/Senator shall:

a. Act in the interest of the Society towards the SGPS and as a spokesperson for students of the School of Rehabilitation Therapy at Senate meetings and at Student Senate Caucus meetings.
b. Participate at Senate meetings and at Student Senate Caucus meetings with full voting privilege.
c. Represent the Society at SGPS Assembly meetings monthly with full voting privileges.
d. Report on the pertinent business of the SGPS and Senate at each council meeting.

e. Ensure student body is familiar with the SGPS and its services.
f. Collect all mail from the SGPS mailbox.
g. Sit on an SGPS committee.
h. Participate in at least one standing Senate Committee.
i. Represent the Society at Academic Council, School of Rehabilitation Therapy meetings as a voting member.
j. The Society is entitled to three (3) seats at SGPS Council meetings. The SGPS Representative/Senator is one of these representatives. The Vice-Presidents (OT and PT) should ideally be the other two representatives. If any of these positions are vacant, or if the holder of one of these positions is unable to attend a meeting, another member of the RTS Council, preferably from the opposite program, must attend to ensure appropriate representation.

xiv. Yearbook Coordinator

The Yearbook Coordinator shall:

a. Develop a School of Rehabilitation Therapy Yearbook for the Occupational Therapy and Physical Therapy graduating class.
b. Contact advertisers and yearbook suppliers for the development of the yearbook.
c. Present a proposed budget to treasurer and president prior to developing the yearbook.
d. Manage all monetary transactions between students and yearbook supplier along in conjunction with the treasurer.
e. Select members for a yearbook committee at their discretion while taking into account suggestions from the previous yearbook coordinator.
f. Coordinate and facilitate grad photo sessions with students and studios to compose the class composite.

xv. Speaker

The Speaker shall:

a. Facilitate all Council meetings and maintain decorum and rules of order.
b. Provide all classes with descriptions of the Helen Chan, Rehabilitation Therapy
c. Society, Blue Star, TA/AA, and Rookie of the Year Awards.
d. Chair the awards committee (see Section II Article 11).
    - Conduct the nomination process for each award.
    - Oversee and facilitate the selection process
e. Arrange the printing of certificates for presentation at Rehab Formal and the ordering of award plaques and name engravings for the awards displayed in the Rehabilitation building (currently LDA).

xvi. Health and Wellness Representative

The Health and Wellness Representatives shall consist of 1-2 students from the first-year class and 1-2 students from the second-year class. Ideally, these positions will be filled by at least one Occupational Therapy student and one Physical Therapy student from each year. If there is no interest from one cohort after the first round of elections, the positions may be filled by students from a single program.
The Health and Wellness representative shall:

a. Co-coordinate the Mental Health Committee (MHC)
b. Select MHC members
c. Organize and attend MHC meetings
d. Act as liaison with Rehab council and other campus wellness groups
e. Collaborate with other health programs for inter-professional events
f. Promote student well-being and MHC in the classroom
g. Advocate for the accessibility of all events to all rehab students
h. Facilitate and plan campus events including but not limited to:
    - Mental Health Week
    - Chill Week (during exams in both Fall and Winter terms)
    - Bi-weekly mental health related activities

xvii. Interprofessional and Orientation Events Coordinators

The interprofessional and orientation events coordinators shall:

a. Oversee the planning, organization and management of all Society interprofessional events and other relevant events and/or fundraisers at Queen's throughout their term on council.
b. Report to the Society the actions in the above stated capacities at each Council meeting.
c. Ensure all interprofessional 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.
d. Be responsible for ensuring constant communication with the Rehab Therapy Society in order to have approval for events, expenditures, and so on.
e. Oversee the planning, organization and management of Orientation Week.
f. Be responsible for recruiting a co-coordinator to lead Orientation Week committee from the other first year class ensuring a balance of OT/PT on the coordination team. VPs to assist with selection, voting on written submissions.
g. Be responsible for assembling the Orientation Week Committee, ensuring a balance of OT/PT of committee members.

xviii. Equity, Diversity, & Inclusion Representatives

The Equity, Diversity, & Inclusion Representative shall:

a. Maintain and promote equity, diversity, and inclusion within the Rehab Therapy Society and the School of Rehab Therapy as a whole according to policies outlined by the Faculty of Health Sciences and University

b. Organize any appropriate events relating to the position.
c. Work closely with other members on the Council as well as the newly hired Associate Dean of Equity and Social Accountability to review and consult with decision making and planning for matters regarding SRT
d. Organize appropriate inclusivity and sensitivity training and/or professional development in collaboration with the School for students.
e. Liaise between other professional student councils to promote equity, diversity, and inclusion
f. Responsible for land acknowledgements in any RTS event including Council meetings.
g. Chair and organize the Equity, Diversity, & Inclusion RTS Subcommittee.
h. Addressing student academic accessibility issues that remain unresolved after class representatives have attempted to resolve them with faculty.

xix. PT Curriculum Committee Representative
a. Be part of the "Curriculum re-design steering group" which is overseeing the development and evaluation of the MScPT competency-based program
b. Provide feedback on behalf of the year 1 class on curriculum design, and will inform the evaluation of the MScPT curriculum.
c. Represent the opinions and perspectives from their peers (classmates), not only their personal opinions.
d. Attend monthly meetings by Zoom, RTS meetings, and will be required to poll classmates on curriculum related issues/feedback.

2.4.1 Extenuating Circumstances

i. If due to illness or other extenuating circumstances, any one of these elected members, is temporarily unable to fulfill their duties as outlined, the Executive Council shall appoint a temporary replacement. This replacement will be granted full voting privileges on Council for the duration of their appointment.
ii. If this replacement exceeds ten (10) weeks in duration, a permanent resignation will be assumed, and procedures outlined in Section II Article 3 Item 8 shall be followed.

Article 5: RTS Meetings

2.5.1 Executive Meetings

Executive Meetings shall be held at least quarterly over the year to create and review a proposed annual budget and discuss any other matters as needed.

2.5.2 Council Meetings

RTS Council Meetings shall be held at least monthly. Any member of the Society may attend Council meetings, these meetings are to be open. Matters for the agenda and all motions may be submitted by any Society member to the Secretary at least 24 hours

prior to Council meetings. A quorum of the Council shall be fifty (50) percent plus one of its voting members.

2.5.3 General Meetings

A General Meeting may be called at the request of any Society member. This meeting must be chaired by the President. Matters for the agenda of a General Meeting must be approved by the Executive before the agenda may be posted. Items must be submitted to the agenda at least five (5) days before the meeting. Any items not on the agenda will not be discussed during the meeting. The agenda for a General Meeting must be posted at least two (2) days prior to the meeting. The quorum for a General Meeting shall be thirty-five (35) Society members including fifty (50) percent plus one of voting members.

Article 6: Removal from Office

2.6.1 Absences from Council Meetings

Any officer of the RTS Council who misses more than three (3) meetings and neglects their duties will be approached by the President with a check-in prior to the next council meeting regarding council member duties. Medical or academic conflicts can be confirmed by the President and will not be counted as an absence.

2.6.2 Neglecting Duties

Any officer of the RTS Council, who neglects his/her duties or does not perform them to the satisfaction of the RTS shall be removed from such office on a two-thirds majority vote of all Council members.

Article 7: Committees

2.7.1 Committees of the RTS

The committees affiliated with the RTS Council shall be open to all Society members and include:

i. Mental Health Committee
ii. Formal Committee
iii. Orientation Week Committee

2.7.2 Committee Members

The VP of PT and VP of OT will solicit members to fill the positions on the School of Rehabilitation Therapy and other Faculty of Health Sciences committees as necessary.

Article 8: Graduate Reception

2.8.1 Reception

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).

2.8.2 Funding

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.

2.8.3 Contract

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

Article 9: Finances

2.9.1 Reimbursement

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. 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 and e-transfers.

2.9.2 Funding Requests

At its discretion, Council may invite request for funding of specific projects which have not already been itemized in the Annual Budget. The Executive Council may approve expenditures below $200. Over this, approval is required via a fifty plus one majority vote.

2.9.3 NSF Cheques

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

2.9.4 Signing Authorization

Council members authorized to sign to the Rehabilitation Therapy Society bank account are the Treasurer and the President. Cheques must be signed by the Treasurer and President.

2.9.5 Intramural Bond Default

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 10: Sponsorship/Funding

2.10.1 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.

2.10.2 Criteria for Funding

The organization requesting funding must:

i. Complete the Rehabilitation Society Council Student Request for Funds form.
ii. 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.
iii. 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.
iv. 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.

2.10.3 Maximum Sponsorships

The Society will:

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

Article 11: Awards

2.11.1 Award Descriptions

i. 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.
ii. 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 the current second year class shall be eligible for the award.
iii. The TA/AA shall be presented to one teaching or academic assistant from the Occupational Therapy program and one from the Physical Therapy program in recognition of the hard work, knowledge, and dedication to teaching. All teaching or academic assistants who have been involved in the current second year class' course work shall be eligible.

iv. The Helen Chan Award of Merit 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.

v. 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.

2.11.2 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. This individual shall be the only non-voting member of the Selection Committee.

2.11.3 Committee

The Selection Committee shall consist of the class representative from each class and the one non-voting Chairperson to ensure two members from each discipline. 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 first be drawn from other members of the Rehabilitation Therapy Society Council from the same program. If no other council members are eligible to sit on the Selection Committee, the replacement shall be an arbitrarily picked individual from the second-year class. Each member of the Selection Committee must attend every meeting otherwise his or her vote will be forfeited.

2.11.4 Selection Process

The selection process for all of the Rehabilitation Therapy awards:

i. Promotion of the award, by any and all available means (email, Rehab Society website, class announcements, social media posts, etc.) shall commence 6 weeks prior to the Spring Graduation Formal, with the exception of the Rookie of the Year Award which shall commence immediately after the start of the second-year fall term and shall last for a minimum of 1 week. Promotion of the award shall be made by the Speaker. The information provided through the promotion shall include:
    a. Description of the award
    b. Criteria for eligibility
    c. Opening and closing dates

ii. Nominations will be accepted from any member of the society within the nomination period outlined. 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 description of why the nominee should be considered (to a maximum word limit of 150).

iii. The Chairperson shall collect all nominations and call the first meeting of the Selection Committee the week following the conclusion of the nomination period. Discussion regarding the meaning of the award and the selection process shall take place during this meeting. Copies of the nomination descriptions for each nominee with any identifiable information removed will be distributed. Each member of the selection committee will cast a secret ballot identifying any nominees they wish to reject. If any nominee receives two rejects, their nomination shall be nullified.

iv. Of the remaining nominees, a vote shall be taken. Votes are to be taken via secret ballot based on a ranking system, i.e. 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 nominee from each program.

2.11.5 Award Winners

The Chairperson shall arrange to have certificates printed for each award winner. All nominees are to be contacted and informed of their nomination. The names of all successful nominees shall be announced at the Graduation Formal. At this time the Rookie of the Year winners shall be announced and receive their certificates.

Article 12: Amendments to the Constitution

2.13.1 Amending the Constitution

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 at a General Meeting.