

# ELIZABETHTOWN COLLEGE

## OCCUPATIONAL THERAPY HONOR SOCIETY

### CONSTITUTION OF PI THETA EPSILON

#### ARTICLE I. NAME AND PURPOSE

Section 1. The name of the Honor Society shall be: Pi Theta Epsilon.

Section 2. The purpose of the Honor Society shall be:

- A. To recognize and encourage scholarship and service involvement of occupational therapy students.
- B. To contribute to advancement in the field of Occupational Therapy through special projects of its members.
- C. To provide a basis for relationships among the accredited schools for occupational therapy.
- D. To work in cooperation with the aims and ideals of the Student Occupational Therapy Association (SOTA).

Section 3. This organization shall be affiliated with the Pi Theta Epsilon National Office.

#### ARTICLE II. MEMBERSHIP

Section 1. Non-discrimination Statement

Membership in this organization shall be without regard to race, color, religion, creed, sex, national origin, age, marital status, disability, sexual orientation, veteran status, political belief, or affiliation, membership, or nonmembership in any organization.

Section 2. Requirements for Membership

- A. Anyone may become a member who:
  1. is a student at Elizabethtown College, enrolled in the professional occupational therapy curriculum,
  2. has a minimum GPA of 3.20, calculated from the student's cumulative scholastic record,

- 3. has completed at least five semesters of the professional curriculum,
- 4. is willing to sign a statement indicating agreement to abide by the provisions of the constitution (Statement attached),
- 5. has at least one semester remaining after the initiation before he/she leaves for fieldwork placement,
- 6. has, in the opinion of the active members and advisor, shown promise of becoming or has become a contributing member the field of occupational therapy, to allied medical fields, and to the community in which he/she may reside,
- 7. has other qualities such as reliability, judgement, leadership, responsibility, high ethical standards, and the willingness to become involved and cooperate with the other members of PTE.

B. Voting members shall consist of all members who have fulfilled the attendance requirements as specified by the current membership.

**Section 3. Removal of Members**

- A. Grounds for removal of members include:
  - 1. Violation of College Policy,
  - 2. Violation of EC code of student life,
  - 3. Violation of membership requirements,
  - 4. Dropping below a 3.20 GPA after one semester of membership. If this occurs, the member will be placed on a one semester probationary period. If by the end of the probationary period he/she is still below a 3.20, he/she will be deleted from membership. During the probationary period, he/she will lose voting privileges.
  
- B. A member may be removed by the following process:
  - 1. A petition submitted to the president and advisor. Such a petition must contain the signatures of at least 10 members. When such a petition is received, the president shall call a meeting of the organization to decide upon removal,
  - 2. The grounds for removal and defense are to be presented

by the president at a regular or special meeting of the organization,

3. The member in question shall be provided an opportunity to present a defense in either in person or in writing,

4. A 2/3 vote of the voting membership shall decide upon removal, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. There must be quorum for the vote of removal.

#### Section 4. Appeal of Removal of Members

A. Members may appeal their removal within two weeks of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the President.

B. The decision to uphold the vote for removal shall require a 2/3 vote of the members present at the special meeting.

### ARTICLE III. OFFICERS

#### Section 1. Elected Officers

The officers of this organization will be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Club Council Representative

#### Section 2. Qualifications for Holding Office

A. In order to be eligible to hold an office in this organization, the candidate must have held membership in the organization for at least one month.

B. Electee for the vice president position must be a senior for the upcoming school term.

### Section 3. Elections

- A. The officers of the organization shall be elected for a term of one year.
- B. There will be a restriction of one term of office which may be held by and individual.
- C. Elections will be held in April of each year.
- D. Election to office will be by a simple majority vote of the members present.

### Section 4. Duties of the Officers

- A. The President shall be the principal executive officer and shall have the following duties:
  - 1. To preside at all meetings of the organization,
  - 2. To call special meetings of the organization,
  - 3. To submit an Officer Roster Card at the beginning of each semester to the Coordinator of Student Organizations,
  - 4. To schedule all practices, classes, and other activities of the organization; and to obtain appropriate facilities for these activities in conjunction with the Program Committee,
  - 5. To prepare and file any reports required by the College,
  - 6. To fill vacancies of the executive committee during meeting,
  - 7. To vote only to break a tie,
  - 8. To call executive committee meetings,
  - 9. To conduct the pledging ceremony in conjunction with the Vice President,
  - 10. To prepare the annual budget in conjunction with the organization's treasurer.
  
- B. The Vice President shall have the following duties:
  - 1. To be responsible for the initiation procedures,
  - 2. To conduct the initiation ceremony along with the President,
  - 3. To be in charge of the membership book,
  - 4. To work in conjunction with the President in planning events, activities, and meetings,

- C. The Secretary shall have the following duties:
1. Prepare a roll of active members and take attendance at all meetings,
  2. To handle all official correspondence of the organization,
  3. To keep minutes of each meeting of the organization and send them to all members within a week of the meeting,
  4. Maintain national roster of PTE chapters,
  5. Notify members of meetings called by the President through campus mailers and posters.
- D. The Treasurer shall have the following duties:
1. To keep all financial records of the organization,
  2. To prepare and submit financial reports to the members,
  3. To prepare the annual budget and all budget requests of funds,
  4. To submit financial records for an annual audit or the Coordinator of Student Organization at the end of Spring semester,
  5. To become familiar with College accounting procedures and policies,
  6. To be responsible for disbursing funds and securing the signature of the advisor for all financial transactions of the organization,
  7. To perform other duties as assigned by the President or as specified in the bylaws.
- E. The Club Council Representative shall have the following duties:
1. To attend all Club Council meetings so PTE continues to be recognized as a campus organization,
  2. To submit all proposals to Senate,
  3. To submit the budget to Senate.
  4. To act as liaison between PTE and Club Council,
  5. To share PTE's ideas with other clubs,
  6. To coordinate PTE's involvement in Into the Streets,
  7. To perform other duties as assigned by the President.

## Section 5. Removal of Officers

- A. Grounds for removal of an officer include:
  1. Violation of College policy,
  2. Violation of the EC Code of Student Life,
  3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization,
  4. Failure to uphold the provision of this constitution and bylaws.
  
- B. An officer may be removed by the following process:
  1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of ten members of the organization. When such a petition is received, the officer shall call a meeting of the organization to decide upon removal.
  2. The grounds for removal and defense are to be presented by the officer in charge at a regular or special meeting of the organization.
  3. The officer in question shall be provided an opportunity to present a defense either in person or in writing.
  4. A 2/3 vote of the voting membership shall decide upon removal, with voting not to occur sooner than one week after the presentation of the grounds and defense have been made. There must be quorum for the vote of removal.

## Section 6. Appeal of Removal of Officer

- A. An officer may appeal his/her removal within two weeks of the vote for removal by requesting a special appeal meeting of the organization. The President, or advisor if the President is the officer being removed, shall notify all members of this meeting which is to occur at least one week and not more than one month after the appeal request is received.
  
- B. The decision to uphold the vote for removal shall require a 2/3 vote of the members present at the meeting.

## ARTICLE IV. ADVISOR

### Section 1. Advisor Selection

- A. The advisor to this organization must be a member of the EC-faculty or staff.
- B. The advisor must be an OTR and a member of the occupational therapy faculty.
- C. The advisor must be a member of the faculty for at least one year.
- D. The executive committee shall submit a list of names which will then be voted upon by the active members. Two-thirds majority shall be needed to elect a new advisor.

### Section 2. Role of the Advisor.

- A. The advisor must co-sign all financial transactions of the organization.
- B. The advisor shall assist the officers and the members in accomplishing the purpose of this organization.
- C. The advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.
- D. The advisor shall help in the review process of new members.
- E. The advisor shall attend regular meetings.
- F. The advisor shall act as a liaison between faculty and PTE.
- G. The advisor shall not have a vote.
- H. The advisor shall review each member's scholastic record at the beginning of each semester to assure each are functioning with a GPA of at least 3.20. If a member has below a 3.20, the advisor shall notify the member and place his/her name on probation for one semester. The President of the chapter shall be notified of the names on the probationary list.

## ARTICLE V. MEETINGS

### Section 1. Meeting Requirements.

- A. Attendance requirements will follow constitution provisions in Article II, Section 2, item 4.
- B. Time, frequency, and place of meetings shall be decided by the president.
- C. There shall be a minimum of two meetings per semester.

### Section 2. Quorum.

A quorum at meetings shall consist of a simple majority of the voting membership.

### Section 3. Parliamentary Authority.

The parliamentary authority for this organization shall be Sturgis Standard Code of Parliamentary Procedure, Second Edition.

## ARTICLE VI. THE EXECUTIVE COMMITTEE

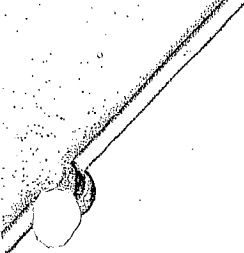
- A. The Executive Committee shall consist of the officers of the organization.
- B. Decisions of the Executive Committee will not be valid without the awareness of the advisor.

## ARTICLE VII. COMMITTEES

Section 1. The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, as will meet the needs of the organization.

Section 2. These committees may include, but are not limited to the following:

- A. Program Committee - shall organize workshops, inservice,

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- etc. to contribute to the advancement of occupational therapy,
- B. Fundraising Committee - shall organize activities to raise funds as needed.
  - C. Education Committee - shall provide current educational information to the organization.

## **ARTICLE VIII. INITIATION REQUIREMENTS**

Section 1. Members shall be initiated in February.

Section 2. Members will be given a constitution and are asked to read it. Members will also be given a list of membership requirements and are asked to sign it. At the initiation ceremony, members will sign the membership book as an indication of their understanding of PTE and its constitution.

Section 3. Initiation ceremony shall be conducted as follows:

- A. New members will receive certificates,
- B. New members will be inducted into the organization.




## **ARTICLE IX. FINANCIAL STRUCTURE**

Section 1. College Account.

- A. All funds must be deposited and maintained in an Elizabethtown College account.
- B. The President and the Treasurer shall be authorized to sign all financial transactions dealing with organization funds.
- C. The advisor of the organization must co-sign all financial transactions of the organization.
- D. The financial records/ledger must be submitted for an annual audit to the Coordinator of Student Organizations at the end of each spring semester.

Section 2. Dues and Transactions.



Dues, if required to be paid, shall be paid to the organization Treasurer within two weeks of notification. Members who fail to meet club obligations will be notified at the April meeting.

## **ARTICLE X. BYLAWS**

### **Section 1. Provision for the Bylaws**

- A. The organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

### **Section 2. Vote Required**

- A. The organization may adopt, amend, or rescind any bylaw by a 2/3 vote of the membership.
- B. Any proposed bylaw must be publicized to the members at least one week prior to the meeting at which it is to be voted upon.

## **ARTICLE XI. AMENDMENTS**

### **Section 1. Ratification.**

- A. A proposed amendment to this constitution shall be presented to the members at least one week prior to the meeting at which the vote shall be held.
- B. Ratification of an amendment to this constitution shall require a 2/3 vote of the members present at a regularly scheduled meeting.

### **Section 2. Approval by Student Policy Committee.**

All amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

Revised 1996