

# Elizabethtown College Student Occupational Therapy Association CONSTITUTION

## Article I – Name:

The name of this organization shall be the Student Occupational Therapy Association (SOTA).

## Article II – Purpose:

The purpose of the club shall be:

- A. To bring those interested in occupational therapy together and to provide an opportunity for them to find expression, recognition, and sharing of ideas and talents.
- B. To inform, foster, and encourage ideas of the meaning of occupational therapy.
- C. To stimulate the collection, analysis, and discussion of information concerning occupational therapy.
- D. To share information concerning the role and actions as ASCOTA, POTA, AOTA, and WROTE with club members and interested individuals of the college community.
- E. To conduct fundraisers for the club, conferences, scholarships, and community.
- F. To be of service to the community organizations.
- G. To promote the knowledge of occupational therapy to the college community.

## Article III – Membership:

**Section 1:** Membership shall be open to all students and faculty members.

**Section 2:** The Student Senate and \$4.00 student dues, which will be collected annually in the fall semester, will fund the club.

**Section 3:** The club advisor shall be open to any OT faculty member, who will be appointed annually in September by the Executive Board.

## Article IV – Officers

**Section 1:** The officers of the club and members of the executive Board shall be a senior president, a junior Vice President, Treasurer, Secretary, Publicity Chairperson, Class Representatives, ASCOTA Representative, Assistant to the ASCOTA Representative, Refreshments/Nominations/Memorabilia Chairperson, Faculty Liaison, and two Promotional Representatives.

**Section 2:** The general board shall consist of all other OT students, and other interested students and professors.

**Section 3A - The Powers and Duties of the President & Vice President are:**

1. To call and preside over all Executive Board and General meetings.
2. To participate in final decision making of all subcommittees.
3. To organize and plan programs in accordance to suggestions from SOTA members.
4. To inform officers and keep the lines of communication flowing between the club and club advisor.
5. To supervise the revision of the constitution.
6. During the second semester, the Vice-President will become more responsible in the running of the club. The Vice-President will be called upon to run the Executive Board and General meetings occasionally in the presence of or absence of the President.

**Section 3B – The Powers and Duties of the Treasurer are:**

1. To oversee proper management of all budgeted funds allocated by Student Senate to the club.
2. To be responsible for all transactions and funds for ASCOTA Representatives and Assistant along with other SOTA club members upon approval by the Executive Board.
3. To report to each meeting the financial situation of the club.
4. To complete an end of the year report with the President.
5. To collect \$4.00 annual membership dues at the beginning of the fall semester.
6. To provide the ASCOTA representatives with up to 1/3 of the January budget as needed and justified by expenses related solely to attendance of the annual AOTA conference. All expenses must be approved by a majority vote of the Executive Board.

**Section 3C – The Powers and Duties of the Secretary are:**

1. To record minutes at all the meetings or, if absent, to delegate the task to another Executive Board member.
2. To make minutes accessible to the members of the club (students & faculty) usually via email distribution. A manual of all minutes should be kept.
3. To take attendance at all meetings.
4. To take responsibility for all correspondence (i.e. invitations, thank-you notes, etc.)

**Section 3D – The Powers and Duties of the Publicity Chairperson are:**

1. To be responsible for publicizing all Executive Board and General meetings as well as all scheduled events during the year.
2. To keep all literature on the bulletin board current.
3. To be responsible for writing any articles for the club.

**Section 3E – The Powers and Duties of the Class Representatives are:**

1. To represent his/her class for a full year.
2. To attend Executive and general meetings in order to report to designated classes and club activities.
3. To act as a relay between the class and the Executive Board.
4. To be responsible for having an alternate class representative or other substitute if unable to attend club meetings.

**Section 3F – The Powers and Duties of the ASCOTA Representative are:**

1. The ASCOTA delegate will be a junior and must be a member of AOTA. He/she will serve for one year following elections held the 3<sup>rd</sup> week in September.
2. To represent Elizabethtown College in the American Student Committee of the Occupational Therapy Association.
3. To attend the Student Committee business meetings prior to the annual AOTA conference.
4. To inform OT students of ASCOTA business and to implement task force assignments.
5. To attend AOTA National Conference and be responsible for personally fundraising for such, with help from the Fundraising Chairperson.
6. To be responsible for undertaking the election of a representative from the junior class following his/her year of service.

**Section 3G – the Powers and duties of the Assistant to the ASCOTA Representative are:**

1. To assist the ASCOTA Representative with all above stated duties.

**Section 3H – The Powers and Duties of the Student Senate Representative are:**

1. To attend all Club Council meetings and to report applicable Senate business to SOTA members.
2. To act as a liaison between activities of SOTA and Club Council.
3. To petition Senate for funds for special events, if necessary.
4. To bring up applicable SOTA club business to Senate.

**Section 3I – The Powers and Duties of the Fundraising Chairperson are:**

1. To organize, plan, and carryout all Club fundraisers.

2. To form a committee, if necessary, to assist in fundraising.
3. To assist ASCOTA Representative and assistant and other SOTA club members in personal fundraising for special events, including conferences.

**Section 3J – The Powers and Duties of the Nominations/Refreshments/Memorabilia Chairperson are:**

1. To decide at what functions refreshments will be served.
2. To have decisions approved by the Executive Board.
3. To take care of ordering, setting up, and cleaning up of all refreshments for meetings, speakers, or any activity designated for having refreshments. This includes food ordered from the cafeteria and outside parties.
4. To organize a system of elections and to conduct elections of OT officers in March and freshman representatives in September.
5. To keep election results for one year in case of officer replacements.
6. To ensure availability of department cameras and associated supplies.
7. To collect and organize photographs and slides in preparation for the annual banquet.

**Section 3K – The Powers and Duties of the Faculty Liaison are:**

1. To attend all scheduled faculty meetings that are appropriate for student attendance.
2. To report and receive concerns to and from faculty during their meetings and to report to the Executive Board during the meetings.
3. To provide student suggestions to faculty members.

**Section 3L – The Powers and Duties of Promotional Representatives are:**

1. To actively seek out means to promote both our profession and school to the community (i.e. by utilizing local media and co-chairing the committee to organize a career fair).

**\*\*\* ALL MEMBERS OF THE EXECUTIVE BOARD WILL BE RESPONSIBLE FOR PLANNING AND ORGANIZING A SOTA SPONSORED EVENT AND HELPING OTHER BOARD MEMBERS IN ADDITION TO THE AFOREMENTIONED RESPONSIBILITIES. \*\*\***

**\*\*\* ALL BOARD MEMBERS MUST ATTEND EXECUTIVE BOARD MEETINGS. FAILURE TO ATTEND 60% OF MEETINGS WILL RESULT IN EXECUTIVE MEASURES (POSSIBLY POSITION TERMINATION). \*\*\***

## **Article V – Elections**

- Section 1: The nominations of members of the Executive Board will be held at a General Board meeting in March.
- Section 2: The nominating and elections procedures shall be as follows:
1. Nominees must accept nominations.
  2. Written ballots will be collected.
  3. Results must be posted within one week.
- Section 3: The election of the freshman Class Representatives will be conducted during the class time by an anonymous vote in the first week of September. This class will have two representatives, one from the 8:00am and one from the 9:00am Basic Concepts of Occupation classes, to facilitate the spread of knowledge in this class since it is basically split in two.
- Section 4: ASCOTA Representative and the Assistant to the ASCOTA Representative must be junior OT students. They will be elected by the first week of November. The representatives from the previous year will be responsible for explaining their positions to the junior class and will conduct elections.

Section 5: Any officer who fails to fulfill the duties and responsibilities of her/his office as stated in Article IV may be removed from office by a two-thirds majority vote of the members of the Executive Board.

Section 6: This position will then be offered to the elected member with the second highest original majority vote. Nominations will be held again for this position if the second person declines the offer or if original results are not available.

## **Article VI – Meetings**

Section 1: General meetings will be called by the Executive Board. There will be a minimum of three meetings per semester, one which will include a discussion of club business.

Section 2: Executive Board meeting will be held on a regular basis to discuss club business. A meeting time will be voted on by the members at the beginning of each semester.

## **Article VII – Amendments**

Section 1: All changes made by the Executive Board must be approved by the President and advisor prior to presentation to SOTA club members.

Section 2: This constitution may be amended by two-thirds vote at an Executive Board meeting. Accepted amendments must be presented to SOTA Club at general meetings.

## **Article VIII – Dissolution Clause**

This club may be disbanded upon a two-thirds vote of the membership. Any remaining funds shall be returned to the OT Club agency account and utilized by the Department of Occupational Therapy.