

Student Occupational Therapy Association (SOTA)

**BYLAWS
of the
Student Occupational Therapy Association of Pacific University
Hillsboro, Oregon**

ARTICLE I. Name

Section 1. Name

- A. The name of the organization established by these bylaws shall be the Student Occupational Therapy Association of Pacific University, herein referred to as Student Occupational Therapy Association of Pacific University.

ARTICLE II. Purpose

Section 1. Purpose

- A. To unite and affiliate into one organization, all Pacific University students interested in Occupational Therapy.
- B. To use this organizational structure to support the professional needs and concerns of Occupational Therapy students on the school, university, state and national levels.
- C. To promote in all possible ways the diffusion of Occupational knowledge for the benefit and welfare of the student, the academic community, and the public.
- D. To use this organizational structure to support the needs and concerns of its members.

ARTICLE III. Membership

Section 1. Membership

- A. Any currently registered student of the School of Occupational Therapy at Pacific University is a member of Student Occupational Therapy Association of Pacific University

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- B. Any student of the Pacific University who shows an interest in the issues and bylaws of this organization is eligible for membership in the organization of the

Student Occupational Therapy Association of Pacific University.

- C. There are steps that need to be taken to become a member of Student Occupational Therapy Association of Pacific University.
 - 1. The currently reported Pacific University student must present intention of membership to the executive board through the President of Student Occupational Therapy Association of Pacific University.

- D. Below are the rights and privileges of membership.
 - 1. Members have the right to attend any and all general membership meetings.
 - 2. Members have the right to request attendance at Executive Board meetings via president(s).
 - 3. Members have the right to attend all Student Occupational Therapy Association of Pacific University functions.
 - 4. Members have the responsibility to make known to the voting members of the executive board their concerns and wishes as to the direction of Student Occupational Therapy Association of Pacific University.

ARTICLE IV. Officers

Section 1. Student Occupational Therapy Association of Pacific University Advisor

- A. The Student Occupational Therapy Association of Pacific University advisor shall be appointed by the director of the School of Occupational Therapy.

- B. The Student Occupational Therapy Association of Pacific University advisor shall provide guidance in developing team processes.

- C. Shall teach professional standards and behavior through activities and organizational relationships, as well as skills in conducting meetings and participation in a variety of committee and application of group dynamics.

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Section 2. Officers

- A. The officers of Student Occupational Therapy Association of Pacific University shall be:
 - * President
 - * Vice President
 - * Secretary

- * Treasurer
- * Parliamentarian
- * Assembly of Student Delegates of the American Occupational Therapy Association Representative
- * Occupational Therapy Association of Oregon Conference Planning Representative
- * Professional Program Council Representative

Section 3. Schedule of selecting officers

A. Fall Elections

- * Secretary
- *Parliamentarian
- * Occupational Therapy Association of Oregon Conference Planning Representative
- * Professional Program Council Representative

B. Spring Elections

- * President
- * Vice President
- * Treasure
- * Professional Program Council Representative
- * Occupational Therapy Association of Oregon Executive Board Representative
- * Assembly of Student Delegates of the American Occupational Therapy Association Alternate Representative

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Section 4. Terms of Office

A. Elected officers shall hold office beginning the day of the announcement of the election. Each officer shall hold that office until the predecessors for that office is elected.

B. Elected officers of the board shall occupy only one voting position at a time.

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Section 5. Duties of each officer

In addition to all duties outlined below, each officer is responsible for acquainting themselves with the duties of office as well as acquainting successor with said duties.

A. President

1. Shall guide and conduct the activities of Student

Occupational Therapy Association of Pacific University in accordance with the general policies of Professional Student Council and American Student Committee of the Occupational Therapy Association.

2. Shall approve all committee chairpersons.
3. Shall have the power to replace any committee chairperson who fails to perform duties.
4. Occupational Therapy Association of Pacific University.
5. Shall have general powers of facilitating organizational goal outcomes and active management.
6. Shall coordinate and oversee the publication of the Student Occupational Therapy Association of Pacific University end of the year report.
7. Shall set the times and coordinate the environment of all Student Occupational Therapy Association of Pacific University meetings.
8. Shall be a voting member of the Executive Board.
9. Shall announce the general election dates at least one week prior to election deadline.

B. Vice President

1. Shall actively assist the president in the discharge of all duties, discharge the duties of the president in the president's absence, and, in the event of a vacancy in that office, shall fill the unexpired term of the presidential office.
2. Shall be responsible for coordinating all changes to an annual review of the bylaws in conjunction with the parliamentarian.
3. Shall be responsible for coordinating all changes to an annual review of Strategic Plans.
4. In the event that the Vice President is unable to function as successor to the President, the executive board will vote a successor.
5. Shall be a voting member of the Executive Board.

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C. Secretary

1. Shall maintain a current roster of members and officers of Student Occupational Therapy Association of Pacific University, committee chairs and committee members.
2. Shall be responsible for recording and distributing the minutes of the Executive Board and membership meetings.
3. Shall post, mail, and/or phone notices and agenda of

executive board and membership meetings.

4. Shall be responsible for recording and distributing postage stamps for Student Occupational Therapy Association of Pacific University mailing purposes.
5. Shall be responsible for determining a quorum.
6. Shall be responsible for assisting the parliamentarian in voting procedures.
7. Shall be a voting member of the Executive Board.

D. Treasurer

1. Shall be in charge of all monies form Professional Student Council in conjunction with the guidelines established by Professional Program Council.
2. Shall keep an itemized record of all receipts and expenditures and shall report these matters at each executive board meeting.
3. Shall coordinate the annual review of the Student Occupational Therapy Association of Pacific University budget.
4. Shall submit the proposed budget to the executive board for approval at the first executive board meeting of that academic year.
5. Shall be a voting member of the Executive Board.

E. Professional Program Council Representative

1. Shall execute all duties and responsibilities as outlined in the bylaws of the Professional Council of Pacific University
2. Shall be a voting member of the Professional Student Council General Assembly.
3. Shall represent Student Occupational Therapy Association of Pacific University membership by taking the concerns of said members to the Professional Student Council General Assembly.
4. Shall report back all information gathered at the Professional Student Council general assembly.
5. Shall be a voting member of the Executive Board.

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F. Assembly of Student Delegates (ASD) of the American Occupational Therapy Association (AOTA) Representative.

1. Shall execute all duties and responsibilities as outlined in the Assembly of Student Delegates handbook.
2. Shall represent Student Occupational Therapy Association of Pacific University by taking the concerns of said members to Assembly of Student Delegates of the

American Occupational Therapy Association at the American Occupational Therapy Association annual meeting.

3. Shall disseminate information gathered at the annual AOTA conference to Student Occupational Therapy Association of Pacific University members.
4. Shall be a voting member of the Executive Board.
5. Shall meet twice annually with the Assembly of Student Delegates of the American Occupational Therapy Association Alternate Representatives to discuss the above duties.

G. Assembly of Student Delegates (ASD) of the American Occupational Therapy Association (AOTA) Alternate Representatives

1. Shall execute all duties and responsibilities as outlined in the Assembly of Student Delegates handbook.
2. Shall assume the responsibilities of the Assembly of Student Delegates (ASD) of the American Occupational Therapy Association should he or she be unable to attend AOTA annual conference and executive board meetings:
 - a. Shall represent Student Occupational Therapy Association of Pacific University by taking the concerns of said members to Assembly of Student Delegates of the American Occupational Therapy Association at the American Occupational Therapy Association annual meeting (This duty shall be appointed based on length of time served as Alternate Representative with the longest standing available Alternate Representative assuming the duties).
 - b. Shall disseminate information gathered at the annual AOTA conference to Student Occupational Therapy Association of Pacific University members.
 - c. Shall be a voting member of the Executive Board.
3. Shall be a non-voting member of the executive board.
4. Shall meet twice annually with the Assembly of Student Delegates of the American Occupational Therapy Association Representative to discuss the above duties.
5. Shall hold office for three semesters and shall assume the above responsibilities of representative in the Fall Semester of the member's third academic year.*

* (Note exception: The Alternate Representative in his/her second academic year elected Spring 2008 shall not hold office for three semesters. Shall assume responsibilities listed in the Fall Semester of the members' third academic year)

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H. Occupational Therapy Association of Oregon Executive Board Representative

1. Shall execute all duties and responsibilities of membership on Occupational Therapy Association of Oregon Executive
2. Shall act as liaison between Student Occupational Therapy Association of Pacific University and Occupational Therapy Association of Oregon Executive Board.

3. Shall be responsible for coordinating the submission of a monthly article in Occupational Therapy Association of *Oregon Viewpoint*.
4. Shall be a voting member of the Executive Board.

I. Occupational Therapy Association of Oregon Conference Planning Representative

1. Shall execute all duties and responsibilities of being a member of Occupational Therapy Association of Oregon Conference Planning Committee.
2. Shall act as liaison between Student Occupational Therapy Association of Pacific University and the Conference Planning Committee of Occupational Therapy Association of Oregon.
3. Shall be a voting member of the Executive Board.

J. Parliamentarian

1. Shall monitor all meetings of Student Occupational Therapy Association of Pacific University in accordance to The Standard Code of Parliamentary Procedure; 3rd edition.
2. Shall maintain Student Occupational Therapy Association of Pacific University copy of The Standard Code of Parliamentary Procedure; 3rd edition.

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3. Shall be responsible for coordinating ballot voting.
4. Shall work with the Vice President in annual bylaw review and changes.
5. Shall act as sergeant at arms at all meetings.
6. Shall be the consultant to the president at all meetings.

ARTICLE V. Executive Board

Section 1. Name

- A. The executive body of Student Occupational Therapy Association of Pacific University shall be called the Executive Board.

Section 2. Membership

A. Members

1. The Executive Board shall consist of the following voting members:
 - * President

- * Vice President
- * Secretary
- * Treasurer
- * Professional Program Council Representative
- * American Student Committee of the Occupational Therapy Association Representative
- * Occupational Therapy Association of Oregon Executive Board Representative
- * Occupational Therapy Association of Oregon Conference Planning Representative.

Section 3. Duties and Responsibilities of the Executive Board.

- A. Manage the affairs of Student Occupational Therapy Association of Pacific University between membership meetings.
- B. Approve appointments made by the President and make appointments to fill vacancies.
- C. Make recommendations to the membership on:
 - 1. National Affairs (American Occupational Therapy Association)
 - 2. State Affairs (Occupational Therapy Association of Oregon)
- D. To manage and approve the annual budget.
- E. Has the power to create special committees as advisable.
- F. Shall manage and coordinate special activities related to the purpose of that position/committee.

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ARTICLE VI. Meetings

Section 1. Notification

- A. Written notification and agenda for all meetings will be drawn up by the President and Secretary; this notification will be publicly posted at least 48 hours prior to each meeting.

Section 2. Meetings of the Executive Board

- A. Regular meetings of the Executive Board shall be held at least eight times a year as the President or President Elect shall direct.
- B. Special meetings may be requested of the Executive Board by the President and

three voting members of the Executive Board.

- C. Minutes of the meetings shall be public.
- D. Meetings shall be open to all Student Occupational Therapy Association of Pacific University members unless otherwise stated.
- E. President will draw up an agenda for each meeting.

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Section 3. Membership Meetings

- A. Student Occupational Therapy Association of Pacific University shall conduct at least four membership meetings per year. Exact number of general membership meetings to be determined by the executive Board.
- B. The membership meeting shall be held at a place designated by the President.
- C. The membership meeting will address standing committee reports, officer reports, American Student Committee of the Occupational Therapy Association, Professional Student Council Representative and Professional Student Council Representative, Occupational Therapy Association of Oregon Conference Planning Representative, and Occupational Therapy Association of Oregon Representative reports and any issue that requires a membership vote.

ARTICLE VII. Committees

Section 1. Standing Committees

- A. Standing Committees shall be permanent committees dealing with assigned subject matter relevant to Student Occupational Therapy Association of Pacific University.

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- B. The Executive Board shall have the power to create committees as it deems advisable.
- C. The following are proposed committees of Student Occupational Therapy Association of Pacific University.
 - 1. Public Relations Committee
 - 2. Educational Committee
 - 3. Social Committee
 - 4. Philanthropic Committee
 - 5. Historical Committee

D. If committees do exist the purpose of each standing committee shall be:

1. Public Relations Committee. The purpose of the Public Relations committee is to promote the School of Occupational Therapy within Pacific University, as well as within the community.
2. Educational Committee. The purpose of the Educational Committee is to assess and carry out the educational and extra-curricular interest of the Student Occupational Therapy Association of Pacific University members.
3. Social Committee. The purpose of the Social Committee is to organize social events which reflect the interest and needs of the Student Occupational Therapy Association of Pacific University members.
4. Philanthropic Committee. The purpose of the Philanthropic Committee is to respond to Student Occupational Therapy Association of Pacific University members and community needs through a variety of service projects.
5. Historical Committee. The purpose of the Historical Committee is to record events that occur within the School of Occupational Therapy and Student Occupational Therapy Association of Pacific University.
6. Fundraising Committee. The purpose of the fundraising committee is to determine guidelines for the protocol of raising funds and how the funds will be dispersed to committees and events.

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Section 2. Standing Committee Members

- A. Committees will be formed of volunteers from the membership at large at the beginning of the academic year.
- B. Each standing committee shall have a chairperson.

Section 3. Committee Chairperson

- A. The Chairpersons of each standing committee shall submit copies of their end of the year report to the President prior to the end of spring term.

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- B. Every standing committee shall submit monthly committee reports to the Executive Board.

- C. All standing committee chairs will be responsible for drafting the committee budget and submitting it to the treasurer, at the time appointed.

ARTICLE VIII. Finances

Section 1. Budget

- A. Under the guidance of the treasurer, the officers and committee chairs will formulate a working budget for Student Occupational Therapy Association of Pacific University within the first month of the new school year.
- B. At the end of the school year the current Student Occupational Therapy Association of Pacific University membership will leave at least fifty dollars for the next year's membership in the Professional Student Council account.
- C. An annual allotment from Professional Programs Counsel will be put into a Professional Development fund. The money can be accessed for professional development by submitting a written proposal to the executive board for approval.
- D. An annual allotment from Professional Programs Counsel will be put into a General SOTA fund. The money can be accessed for special projects by submitting a written proposal to the executive board for approval.

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ARTICLE IX. Elections

Section 1. Elections Date(s)

- A. Fall elections shall be held no later than the end of October.
- B. Spring elections shall be held no later than the end of March.
- C. The specific election date(s) shall be announced by the President.

Section 2. Nomination Process

- A. The nomination process shall begin at least one week prior to each election and shall be complete 24 hours prior to election date. A nomination sheet shall be posted during this time.

Section 3. Ballot distribution and Count

- A. The ballots shall be distributed and collected by the Parliamentarian on election

day.

- B. The votes shall be counted by the Parliamentarian and the Secretary on election day.

ARTICLE X. Quorum

Section 1. Membership Meeting's approved 5/98

- A. One third of the general membership shall constitute a quorum.

Section 2. Executive Board Meeting's

- A. A simple majority of the executive board shall constitute a quorum.

ARTICLE XI. Discipline and Expulsion of Members

Section 1. Discipline and Expulsion

- A. An officer of Student Occupational Therapy Association of Pacific University may be removed by unanimous vote of the remaining voting executive board members for incapacitating illness or circumstances, misconduct, neglect of duty or unprofessional conduct.

ARTICLE XII. Parliamentary Authority

Section 1. Parliamentarian Authority

- A. The parliamentarian authority shall be The Standard Code of Parliamentary Procedure; 3rd ed. by Alice Sturgis.

ARTICLE XIII. Amendments to Bylaws and Policies

Section 1. Amendment Proposal

- A. Any member may initiate amendments by submitting them in writing to the Executive Board.

Section 2. Initiation of Amendments

- A. All proposed amendments shall be publicly presented first at one Executive Board meeting and then at one general membership meeting.

- B. Voting shall occur at the general membership meeting.
- C. A simple majority vote will pass a constitution amendment.
- D. The approved amendments shall be signed by the Student Occupational Therapy Association of Pacific University advisor and the Student Occupational Therapy Association of Pacific University President.

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