

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

ARTICLE I. Name

Section 1. Name

- 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

- To unite and affiliate into one organization, all Pacific University occupational therapy students.
- To use this organizational structure to support the professional needs and concerns of occupational therapy students on the school, university, state, and national levels.
- 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.
- To use this organizational structure to support the needs and concerns of its members.

ARTICLE III. Membership

Section 1. Membership

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

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.
5. Members have a right to benefits available to all Student Occupational Therapy Association members, including financial support for state conference attendance or other professional

events, when available and as approved by the Executive Board.

ARTICLE IV. Officers

Section 1. Student Occupational Therapy Association of Pacific University Advisor

- The Student Occupational Therapy Association of Pacific University advisor shall be appointed by the director of the School of Occupational Therapy.
- The Student Occupational Therapy Association of Pacific University advisor shall provide guidance in developing team processes.
- The Student Occupational Therapy Association of Pacific University advisor 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.

Approved April 2017

Section 2. Officers

The officers of Student Occupational Therapy Association of Pacific University shall be:

- President
- Vice President
- Secretary
- Treasurer
- Assembly of Student Delegates of the American Occupational Therapy Association Representative
- Occupational Therapy Association of Oregon Representatives (2)
- Professional Student Senate Representative (2)
- Pre-OT Representative
- Recreation Committee (2)
- Food Coordinator (2)
- Diversity Advocate (2)
- Class Representative

Approved February 2017

Section 3. Schedule of selecting officers

Fall Elections (end of September)

- Class Historian
- Class Representative

Winter Elections (middle of October)

- President
- Vice President
- Secretary
- Treasurer
- Assembly of Student Delegates of the American Occupational Therapy Association Representative

- Occupational Therapy Association of Oregon Conference Representative
- Occupational Therapy Association of Oregon Executive Board Representative
- Professional Student Senate Representative (2)
- Pre-OT Representative
- Recreation Committee (2)
- Food Coordinator (2)
- Diversity Advocate (2)
- Class Representative

Approved February 2017

Section 4. Terms of Office

- Fall elected officers shall hold office beginning the day of the announcement of the election. Winter elected officers shall hold office when the previous term ends on February 1st. The passing of the roles will occur at the SOTA talent show, SOTA Pop. Each officer shall hold that office until the predecessors for that office is elected in the following year.
- Elected officers of the board shall occupy only one voting position at a time.

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.
- Attend all Executive Board meetings. President and Secretary shall be notified of any anticipated absences at least 24 hours prior, when possible. If President is absent, shall notify Vice President and Secretary. See Article XI for information regarding disciplinary action.

I. 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. Shall have general powers of facilitating organizational goal outcomes and active management.
5. Shall coordinate and oversee the publication of the Student Occupational Therapy Association of Pacific University end of the year report.
6. Shall set the times and coordinate the environment of all Student Occupational Therapy Association of Pacific University meetings.
7. Shall coordinate schedule with SOTA vice president.

8. Shall be a voting member of the Executive Board.
9. Shall meet with the director of OT and/or the SOTA faculty advisor bimonthly, or as necessary, to discuss matters pertaining to SOTA or as needed.
10. Shall organize events to foster professional development, such as speaker events or additional trainings.
11. Shall have the opportunity to attend AOTA's annual Student Conclave and present helpful and relevant learnings, which may foster professional development, to all SOTA members upon return.
12. Shall update and manage SOTA Moodle page and assign permissions as necessary to other Executive Board members.

Approved February 2017

II. 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 secretary.
3. In the event that the Vice President is unable to function as successor to the President, the executive board will vote a successor.
4. Shall be a voting member of the Executive Board.
5. Shall meet with the director of OT and/or the SOTA faculty advisor bimonthly, or as necessary, to discuss matters pertaining to SOTA or as needed.
6. Coordinate fundraising opportunities throughout the year.
 - a. Responsible for establishing contact for any fundraising opportunities and delineating roles as necessary.
7. Shall be responsible for running the mentor/mentee program.
8. Shall coordinate schedule with SOTA president.
9. Shall have the opportunity to attend AOTA's annual Student Conclave and will present helpful and relevant learnings, which may foster professional development, to all SOTA members upon return.
10. Shall be responsible for election proceedings.

Approved February 2017

III. 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 the number of SOTA members present at each SOTA meeting in order for food costs to be reimbursed.

5. Shall be responsible for all voting procedures during meetings.
6. Shall assist Vice President in election proceedings as necessary and relevant.
7. Shall work with the Vice President in annual bylaw review and changes.
8. Shall be a voting member of the Executive Board.

Approved February 2017

IV. Treasurer

1. Shall be in charge of all monies from Professional Student Council in conjunction with the guidelines established by Professional Program Council.
2. Shall keep an itemized record (excel spreadsheet) of all receipts and expenditures and shall report these matters at each executive board meeting.
3. Shall keep a detailed account of incoming and outgoing receipts and present the total balance of SOTA funds at each executive meeting.
4. Shall coordinate the annual review of the Student Occupational Therapy Association of Pacific University budget.
5. Shall submit the proposed budget to the executive board for approval at the first executive board meeting of that academic year.
6. Shall be a voting member of the Executive Board.

Approved February 2017

V. Professional Student Senate (2)

1. Shall execute all duties and responsibilities as outlined in the bylaws of the Professional Student Senate of Pacific University, including attending Professional Student Senate meetings.
2. Shall be a voting member of the Professional Student Senate 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 participate in Professional Student Senate events and/or serve on a Professional Student Senate committee.
5. Shall report back all information gathered at the Professional Student Council general assembly.
6. Shall be a voting member of the Student Occupational Therapy Association Executive Board.

Approved February 2017

VI. AOTA Representative

1. Shall attend specific sessions at the national AOTA conference as requested by members of the Pacific University Student Occupational Therapy Association (SOTA).
 - a. Shall present findings of AOTA conference at SOTA meeting upon return with information, resources, and networking contacts (with permission from contacts).
2. Shall be familiar with resources and networking opportunities provided by AOTA and shall be responsible for dispersing said information to all SOTA members.

3. The position will be appointed through student elections in the fall semester of the first year and shall hold office for two consecutive years.
 - a. During the first year in the position, the AOTA representative shall be a voting member of the executive board and attend SOTA executive board meetings and events.
 - b. Second year AOTA representative will not be a member of the executive board but are responsible for mentoring the first year AOTA representative, attending the conference/contributing to the SOTA presentation, continuing to act as a liaison between AOTA and their cohort as well as applying to be part of the AOTA Assembly of Student Delegates (ASD).
 - i. To be part of the ASD, an application must be submitted. Information can be found at: www.aota.org/aboutaota/get-involved/asd.aspx or by contacting the ASD steering committee.
 - ii. Second year AOTA representative shall apply for the ASD position by the end of the first academic school year ((late June/early July) as the process of being appointed may take a few months) so that they may begin their duties as soon as the next incoming AOTA representative is elected.
 - iii. While attending conference in the second year, the AOTA/ASD representative shall attend ASD events and meetings to represent Pacific University.

Approved February 2017

VII. Occupational Therapy Association of Oregon Representatives (OTAO Representatives) 1 and 2 year positions

1. Shall act as liaison between Student Occupational Therapy Association of Pacific University and Occupational Therapy Association of Oregon Executive Board.
2. Shall be voting members of the SOTA Executive Board.
3. Shall execute all duties and responsibilities of Student Representative on Occupational Therapy Association of Oregon Executive Board.
4. Shall be an active student member of the Occupational Therapy Association of Oregon, advertising the benefits of student membership to the student body, recruiting student members and volunteers for OTAO projects.
5. Shall be an active member on the Occupational Therapy Association of Oregon Conference Planning Committee and carry out duties as delegated by the Conference Planning Committee, including attendance and coordinating volunteer support at conference.
6. Shall be responsible for coordinating monthly OT Night Out events.
7. In addition to the above responsibilities, the two-year representative will act as a mentor in their second year to the incoming OTAO representatives. In their second year, the two-year representative will not be a member of the SOTA Executive Board nor the OTAO Board.

Approved February 2017

VIII. Pre-OT Representative

1. Shall contact and collaborate with local high school and local undergraduate college programs to schedule presentations for students in order to promote occupational therapy.
2. Shall act as a liaison between the graduate program and potential OT applicants.
3. Setup opportunities for potential applicants to shadow current OT classes.
4. Required to be a member of the OT Ambassadors Club and shall remain in contact with the Pacific University's Pre-OT club.
5. Shall be a voting member on the Executive Board.

Approved February 2017

IX. Recreation Committee

1. Shall organize opportunities for social, leisure and community activities for OT students.
2. Shall organize a volunteer event at least once in each semester.
3. Shall provide clear communication of upcoming events and activities to all OT students.
4. Shall organize the ordering and selling of sweatshirts and/or jackets to all three OT classes and faculty.
5. Shall be voting members of the Executive Board.

Approved February 2017

X. Food Coordinators (2)

1. Shall provide refreshments for SOTA general meetings and special events.
2. Shall work closely with the Treasurer to budget the cost of food for all meetings and events.
3. Shall discuss food options with the Executive Board at SOTA executive meeting as necessary and relevant.
4. Shall be voting members of the Executive Board.

Approved February 2017

XI. Class Historian

1. This position will be appointed through student elections in the fall semester of the first year and shall hold office for three consecutive years.
2. Shall be a voting member of the executive board from fall of first year until fall of second year.
3. Shall attend school and extracurricular functions to document through pictures.
4. Shall collect pictures from other classmates and store on SOTA shared folder (established by Class Historian) for record keeping.

5. Shall create and present a slideshow at the All School Meeting.
6. Shall create and present a slideshow at the graduation banquet.
7. Shall plan the Senior Gift for the graduating class in the first year.
8. Shall act as liaison between Student Occupational Therapy Association of Pacific University and School of Occupational Therapy Advisory Board. Shall apply to School of Occupational Therapy Advisory Board in November.

Approved April 2017

XII. Diversity Advocate

1. Promote respectful dialogue between diverse populations
2. Create, recruit, and maintain committee positions to assist in disseminating discussed diversity topics throughout the School of Occupational Therapy and College of Health Professions
3. Represent OT student diversity needs and concerns in tri-annual meeting with the Director of the School of Occupational Therapy
4. Shall be voting members of the Student Diversity Committee (SDC) and promote SDC activities in the OT department
5. Shall be voting members of the Executive Board.

Approved January 2017

XIII. Class Representative

1. Shall act as a liaison between student body, director, and faculty.
2. Shall schedule monthly meeting with the director to address class concerns and discuss topics relevant to the class wellbeing.
3. Shall use SOTA Moodle page to post surveys and gather student feedback on how well OT program is supporting our professional growth.
4. Shall create and recruit for the Graduation Committee during the 2nd year.
5. Shall be a voting member of the Executive Board.

Approved February 2017

ARTICLE V. Executive Board

Section 1. Name

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

Section 2. Membership

- Members: The Executive Board shall consist of the following voting members:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - American Student Committee of the Occupational Therapy Association Representative (ASD Representative)
 - Occupational Therapy Association of Oregon (1 year position)
 - Occupational Therapy Association of Oregon (2 year position)

- Recreation Committee (2)
- PreOT Representative
- Food Coordinators (2)
- Class Historian
- Diversity Advocate (2)
- Class Representative
- Professional Student Senate Representatives (2)

Section 3. Duties and Responsibilities of the Executive Board

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

Approved February 2017

ARTICLE VI. Meetings

Section 1. Notification

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

Section 2. Meetings of the Executive Board

- Regular meetings of the Executive Board shall be held at least eight times a year as the President or President Elect shall direct.
- Special meetings may be requested of the Executive Board by the President and three voting members of the Executive Board.
- Minutes of the meetings shall be public and posted on the SOTA bulletin board and/or Moodle site.
- Meetings shall be open to all Student Occupational Therapy Association of Pacific University members unless otherwise stated.
- Decisions will be made by taking a majority vote. Quorum must be present.

Approved February 2017

Section 3. Membership Meetings

- 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.
- The membership meeting shall be held at a place designated by the President.

- 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 Rep assistant, Occupational Therapy Association of Oregon Conference Planning Representative, and Occupational Therapy Association of Oregon Representative reports and any issue that requires a membership vote.
- This can be combined with the monthly SOTA meeting; the President will ask for any brief announcements or items of business before the speaker begins.

Approved February 2017

ARTICLE VII. Committees

Section 1. Standing Committees

- Standing Committees shall be permanent committees dealing with assigned subject matter relevant to Student Occupational Therapy Association of Pacific University.
- The Executive Board shall have the power to create committees as it deems advisable.
- 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

Section 2. Standing Committee Members

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

Section 3. Committee Chairperson

- 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.
- Every standing committee shall submit monthly committee reports to the Executive Board.
- All standing committee chairs will be responsible for drafting the committee budget and submitting it to the treasurer at the time appointed.

Approved February 2017

ARTICLE VIII. Finances

Section 1. Budget

- 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.

- At the end of the fiscal year the current Student Occupational Therapy Association of Pacific University membership will leave a sufficient amount to be calculated per student with the assistance of the OT Department staff for the next year's membership in the Professional Student Council account.
- An annual allotment from Professional Programs Council may be budgeted for a Professional Development fund. If available in the budget, the money can be accessed for professional development by submitting a written proposal to the executive board for approval.
- An annual allotment from Professional Programs Council 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.
- Conference funds to assist ASD, OTAO, President, and Vice President positions with responsibilities to attend state or national conferences may be included in the annual budget although some amount of those costs may need to be covered from other sources as determined by the budget.
- An annual meeting with graduation committee will occur in the fall. Graduation committee will propose and submit an itemized budget to Executive Board. Executive Board will approve the amount of reimbursement allotted for graduation, according to available SOTA funds and requested purposes. Amount will be determined by class size and allotment, with the assistance of the OT Department staff.
- Graduation funds will not be used to cover lodging expenses.
- Final Budget needs to be submitted by 1st of March.
- Final receipts need to be submitted by June 15th.
- As allowed in the budget, a Professional Development fund may be created which may cover: reimbursement of student trainings, conferences not otherwise covered in the SOTA budget.

Approved February 2017

ARTICLE IX. Elections

Section 1. Elections Date(s)

- Fall elections shall be held no later than the end of September.
- Winter elections shall be held no later than the middle of November.
- The specific election date(s) shall be announced on Moodle.

Section 2. Nomination Process

- 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 on the SOTA board during this time.

Section 3. Ballot distribution and Count

- The election will be distributed electronically via a survey website. This will count the votes. Election will be live for three days and announced at the end of the third day.

Approved February 2017

ARTICLE X. Quorum

Section 1. Membership Meetings

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

Section 2. Executive Board Meetings

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

ARTICLE XI. Discipline and Expulsion of Members

Section 1. Discipline and Expulsion

- An officer of Student Occupational Therapy Association of Pacific University maybe removed by unanimous vote of the remaining voting executive board members for incapacitating illness or circumstances, misconduct, neglect of duty or unprofessional conduct.
- If an officer of Student Occupational Therapy Association of Pacific University has three absences of Executive Board meetings the Executive Board will review their case and will determine disciplinary action as relevant and necessary.

Approved February 2017

ARTICLE XII. Amendments to Bylaws and Policies

Section 1. Amendment Proposal

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

Section 2. Initiation of Amendments

- All proposed amendments shall be voted on by the Executive Board.
- A simple majority vote will pass a constitutional amendment.
- 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.

Section 3. Yearly update of the Bylaws

- Upon yearly review of the Bylaws, minor changes (such as grammar, punctuation, or typos) can be done by editing committee without majority vote.

Approved February 2017