

Ambassadors Club
BYLAWS
of the
Student Occupational Therapy Ambassadors Club 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 Ambassadors Club of Pacific University, herein referred to as OT Ambassadors Club.

ARTICLE II. Purpose

Section 1. Purpose

- A. To unite and affiliate into one organization, all Pacific University students interested expanding the field of occupational therapy (OT).
- B. To use this organizational structure to support the profession of occupational therapy by reaching out to those interested in the field, through education on the profession, and personal experience of participation in Pacific University OT program.
- 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 of the admissions office for organization and development of introducing the OT program to potential students and others interested in the program, profession, or both.

ARTICLE III. Membership

Section 1. Membership

- A. Any currently registered student of the School of Occupational Therapy at Pacific University is able to become a member of the Student Occupational Therapy Ambassadors Club 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 board member meetings.

3. Members have the right to attend all Student Occupational Therapy Ambassadors Club functions.
4. Members have the responsibility to vote in the election to elect leadership board position members.

ARTICLE IV. Officers

Section 1. Student Occupational Therapy Ambassadors Club of Pacific University Advisor

- A. The Student Occupational Therapy Ambassadors Club of Pacific University advisor shall be the Director of Graduate & Professional Programs.
- B. The Student Occupational Therapy Ambassadors Club of Pacific University advisor shall provide guidance in developing team processes and ensure fulfillment of leadership roles.

approved 5/98 [PU1]

Section 2. Board Members

- A. The Board members of Student Occupational Therapy Ambassadors Club of Pacific University shall be:
 - * SOTA Pre-OT Representative
 - * Open House Representative
 - * Interview Day Representative
 - * Communications Officer

Section 3. Schedule of selecting officers

- A. Fall Elections- to be held no later than the last week of September.
 - * Open House Representative
 - * Interview Day Representative
 - * Communications Officer
- B. SOTA Pre-OT Representative is elected through the SOTA elections and is given an automatic entry as a Board Member of the Student Occupational Therapy Ambassador Club.
- C. SOTA Pre-OT Representative is responsible for creation of election ballots and announcement of elected board members.

Approved September 2010

Section 4. Terms of Office

- A. Elected board members shall hold office beginning the day of the announcement of the election. Each board member shall hold that office until the predecessors for that office is elected.

Approved Fall 1998

Section 5. Duties of each board member

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

A. SOTA Pre-OT Representative

1. Shall guide and conduct the activities of Student Occupational Therapy Ambassadors Club of Pacific University in accordance with the general policies of Professional Student Council and the Pacific University Admissions Office.
2. Shall have the power to replace any committee chairperson who fails to perform duties.
3. Shall work with board members to set the times and coordinate the environment of all Student Occupational Therapy Ambassadors Club of Pacific University meetings.
4. Shall be a voting member.
5. Shall announce the general election dates at least one week prior to election deadline.
6. Responsible for spreading knowledge of the field of occupational therapy to potential students.
7. Responsible for maintaining an active relationship between the Pacific University Undergraduate Pre-OT Program and the OT Ambassadors Club.

approved September 2010

B. Open House Representative

1. Shall actively assist fellow board members in the discharge of all duties.
2. Shall be a voting member.
3. Shall be responsible for the organization of the School of Occupational Therapy Fall Open-House.
4. Shall meet with the Director of Pacific University Occupational Therapy Program and the Director of Graduate & Professional Programs to establish date, time, and schedule of the School of Occupational Therapy Fall Open-House.
 1. Duties for Organization of the School of Occupational Therapy Fall Open-House Include:
 - a. Retrieving 3-5 volunteers, ranging from currently registered occupational therapists to students in the current program at Pacific, to sit on the panel and provide answers to questions of attendees.
 - b. Arranging for at least 5 volunteers to greet, check-in, and assist with the workings of the Open-House.
 2. All organization of volunteers and panel members should be completed 2 weeks prior to the date of the Pacific University School of Occupational Therapy Fall Open House.

approved September 2010

C. Interview Day Representative

1. Shall actively assist fellow board members in the discharge of all duties.
2. Shall be a voting member.
3. Shall be responsible for all School of Occupational Therapy Interview Days.
4. Shall meet with the Director of Pacific University Occupational Therapy Program and the Director of Graduate & Professional Programs to establish dates, times, and schedules for all School of Occupational Therapy Interview Days.
 1. Duties for organization of the School of Occupational Therapy Interview Days Include:
 - a. Retrieving 3-5 volunteers, ranging from currently registered occupational therapists to students in the current program at Pacific, to sit on the panel and provide answers to questions of attendees.
 - b. Arranging for at least 3 volunteers to greet, usher, and assist with the workings of check-in for the Interview Day.
 - c. Arrange for at least 3 volunteers to escort interviewees from the tour, writing sample, and interview portions of interview day.
 2. All organization of volunteers and panel members should be completed 2 weeks prior to each of the Pacific University School of Occupational Therapy Interview Days.

approved September 2010

D. Communications Officer

1. Shall actively assist fellow board members in the discharge of all duties.
2. Shall be a voting member.
3. Shall keep a detailed list of all members, and member contact information, of the Student Occupational Therapy Ambassadors Club.
4. Shall coordinate with the Director of Graduate & Professional Programs to become the contact for potential incoming students.
 - a. Duties Include:
 - i. Coordination of tours and meetings for potential School of Occupational Therapy students, through obtaining current student volunteers.
 - ii. Coordination of email contacts between current students and potential School of Occupational Therapy students, through obtaining current student volunteers.

Approved September 2010

ARTICLE V. Discipline and Expulsion of Members

Section 1. Discipline and Expulsion

- A. An board member or member of Student Occupational Therapy Ambassadors Club of Pacific University may be removed by unanimous vote of the voting board members for incapacitating illness or circumstances, misconduct, neglect of duty or unprofessional conduct.
- B. An board member or member of Student Occupational Therapy Ambassadors Club of Pacific University may be removed by the Director of Graduate & Professional Programs or the Director of the Occupational Therapy Department.

Approved September 2010

ARTICLE VI. Amendments to Bylaws and Policies

Section 1. Amendment Proposal

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

Section 2. Initiation of Amendments

- A. All proposed amendments shall be publicly presented first at one Board Member meeting and 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 Board Members.

Approved September 2010