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 occupational therapy students.

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

Approved 5/98

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. 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.

   Approved 5/98

Section 2. Officers

   A. 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 Conference Representative
      * Occupational Therapy Association of Oregon Executive Board Representative
      * Professional Program Council Representatives (2)
      * Pre-OT Representative
Section 3. Schedule of selecting officers

A. Fall Elections
   * Secretary
   * Treasurer
   * Class Historian
   * Occupational Therapy Association of Oregon Conference Representative
   * Professional Program Council Representative
   * Assembly of Student Delegates of the American Occupational Therapy Association Alternate Representative

B. Spring Elections
   * President
   * Vice President
   * Professional Program Council Representative
   * Occupational Therapy Association of Oregon Executive Board Representative
   * Pre-OT Representative
   * Recreation Committee
   * Food Coordinator
   * Diversity Advocate

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.

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. 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 the SOTA faculty advisor monthly to discuss matters pertaining to SOTA.

Approved October 2010

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 secretary.
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.
6. Shall meet with the director of OT and the SOTA faculty advisor bi-weekly to discuss matters pertaining to SOTA.
7. Coordinate Practitioner’s Day auction
8. Coordinate fundraising opportunities throughout the year
9. Shall be responsible for running the mentor/mentee program.
10. Shall coordinate schedule with SOTA president.

Approved October 2010

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 the number of SOTA members present at each SOTA meeting in order for food costs to be reimbursed.
5. Shall be responsible for working with the vice president in all voting procedures.
6. Shall be responsible for posting a list of executives.
7. Shall announce the general election dates at least one week prior to election deadline.
8. Shall be responsible for coordinating ballot voting.
9. Shall work with the Vice President in annual bylaw review and changes.
10. Shall be a voting member of the Executive Board.

Approved October 2010

D. 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 October 2010

E. Professional Program Council Representatives (2)

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.

Approved 5/98

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 the Assembly of Student Delegates of the American Occupational Therapy Association at the American Occupational Therapy Association annual meeting.
3. The position will be appointed through student elections in the fall semester of the first year and shall hold office for three consecutive years
   a. The ASD representative will attend SOTA executive meetings [during on-campus semesters]
   b. The ASD representative will present current events and concerns discussed in the OTConnections groups at monthly SOTA meetings
4. The second year representative will monitor http://otconnections.aota.org/ and report on current events reported in relevant online discussions monthly and present relevant discussions at each monthly SOTA meeting. Potential groups include: Advocacy and Leadership; AOTA Governance (AOTA groups setup for governance meetings: Colleges and Universities, International, Multicultural and Diversity, Practice Areas, Public Groups, State Associations and Groups)
5. Within the fall semester of the second year, the ASD representative, with the support of the other two Pacific student delegates, will compile a survey including all three
classes of students regarding Pacific’s OT program, OT practice, and OT related advocacy ideas.
   a. This is to be collected and compiled previous to attendance of the AOTA national conference.

6. The ASD representative will complete the ASD data form included at the end of this document which can be found on the AOTA web site under the ASD page information section. [The attached document is an exemplar of what must be submitted by August at the start of the representative’s second year]

7. The elected representative will attend the meetings of the ASD Pre-conference Delegate Meetings two days prior to national conference. They will then attend the AOTA national conference. A copy of each year’s agenda will be included in the ASD binder.

8. Shall encourage participation from the all classes in surveys, polls of OTconnections interest groups, fundraising, and participation in SOTA, AOTA, and OTAO to promote the prominence of our profession within the health care community.

9. Upon returning from the ASD meeting the second year representative will compile a presentation to be given upon return from conference. This same presentation will be given by the first year attendee upon the first SOTA meeting in the fall.

10. Shall be a voting member of the Executive Board.

11. Shall work consistently with the Assembly of Student Delegates of the American Occupational Therapy Association first year Representatives to discuss the above duties.

12. Within the second or third year of service the representative may choose to run for the ASD steering committee thereby promoting leadership development within the delegate position, affective change for the occupational therapy profession, and further develop the impact Pacific University has on a national level. [See form regarding steering committee positions and requirements for nominees in ASD binder]

Approved October 2011

G. Assembly of Student Delegates (ASD) of the American Occupational Therapy
Association (AOTA) First year Representatives
1. Shall execute all duties and responsibilities as outlined in the Assembly of Student Delegates handbook.
2. Shall accompany the second year delegate in attending AOTA annual conference and executive board meetings and all responsibilities outlined above:
   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 in their second year.
3. Shall be a voting member of the executive board.
4. Shall work consistently with the Assembly of Student Delegates of the American Occupational Therapy Association Representative to discuss the above duties.
5. Shall hold office for three years and shall assume the above responsibilities of representative in the Fall Semester of the member’s second academic year.
6. Shall share in the task of encouraging participation from the first year class in surveys, polls of OTconnections interests, fundraising, and participation in SOTA, AOTA, and OTAO to promote the prominence of our profession within the health care community.

Approved October 2010

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 quarterly article in Occupational Therapy Association of Oregon Viewpoint.
4. Shall be a voting member of the Executive Board.

Approved October 2010

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.

Approved October 2010

J. Pre-OT Representative

1. Shall distribute reminders to local high schools at the beginning of each year in order to promote occupational therapy.

2. Shall contact and collaborate with local high school staff to schedule presentations for students.

3. Shall act as an educator by presenting information to the local high schools on the opportunities of the profession of Occupational Therapy.

4. Shall act as a liaison between the graduate program and potential OT applicants.

5. Set-up opportunities for potential applicants to shadow current OT classes.

6. Shall remain in contact with the Pacific University’s Pre-OT club and OT Ambassadors Club.

7. Shall distribute informational packets to further promote Occupational Therapy.

8. Shall be a voting member on the Executive Board.

Approved October 2011
K. Recreation Committee

1. Shall organize monthly 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 t-shirts to all three OT classes.

5. Shall be a voting member of the Executive Board.

Approved October 2011

L. Food Coordinator

1. Shall provide a variety of refreshments for SOTA meetings for all school sessions.

2. Shall work closely with the Treasurer to budget the cost of food for all school sessions.

3. Shall discuss food options with the Executive Board at each SOTA executive meeting.

4. Shall be a voting member of the Executive Board.

Approved October 2010

M. 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 Snapfish account for record keeping.
5. Shall create and present a slideshow to incoming class at the Water Ceremony.

Approved October 2011

N. Diversity Advocate
1. Promote positive interactions between diverse populations within an academic setting.
2. Create regular meetings with fellow students to address issues pertaining to diversity inclusion in and out of the classroom.
3. Create, recruit, and maintain committee positions to assist in disseminating discussed diversity topics throughout the class, program, faculty, and school of OT.
4. Committee positions can include:
   - Diversity Ambassador (Class Representative)
   - Faculty Advisor
   - Outreach Coordinator (Pre-OT Club)

Approved October 2012

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 Representatives (2)
   * American Student Committee of the Occupational Therapy Association Representative
   * Occupational Therapy Association of Oregon Executive
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.

Approved October 2011

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.

Approved 4/99

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 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.

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.

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.

Approved Spring 99

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.

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 treasure, 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 two thousand 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.

E. Conference funds to assist ASD and OTAO positions with responsibilities to attend state or national conferences will be included in the annual budget.

Approved November, 2011

F. 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 not exceed $3000.00.
   a. Graduation funds will not be used to cover lodging expenses.
   b. Final Budget needs to be submitted by 1st of March.
   c. Final receipts need to be submitted by June 15th.

G. Professional Development fund:
   a. To be used for reimbursement of student trainings, conferences not otherwise covered in the SOTA budget.

Approved October, 2011

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 January.
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 Secretary on election day.

B. The votes shall be counted by the Secretary and the Vice President on election day.

ARTICLE X. Quorum

Section 1. Membership Meeting’s

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. 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.

Approved 5/98