

Constitution

University of Toledo Health Science Campus Student Occupational Therapy Association

ARTICLE I

Name

The name of the organization shall be known as the University of Toledo Health Science Campus Student Occupational Therapy Association herein, referred to as SOTA, an unincorporated association.

Article II

Affiliation

2.1 The Student Occupational Therapy Association is affiliated with the American Student Committee of Occupational Therapy and with the National Association of Student Delegates (ASD).

ARTICLE III

Purpose, Aims, and Functions

3.1 Mission Statement

The Student Occupational Therapy Association (SOTA) at the University of Toledo Health Science Campus is dedicated to the goal of furthering the professional development of our members, and fostering mutual respect and communications between our members and the professional community. We strive to recognize our altruistic responsibility to the broader society in which we live.

3.2 Purpose

3.2.1 The principle purpose of the association is to broaden and advance the educational, service, and social opportunities of occupational therapy students.

3.2.2. It is among our purposes to promote interest in and knowledge of the occupational therapy profession in the community.

ARTICLE IV

Membership and Dues

4.1. Membership

- 4.1.1. Active Members
Active membership is open to all graduate students currently enrolled in the Occupational Therapy Doctoral program at University of Toledo Health Science Campus.
- 4.1.2. Alumni Members
Alumni membership is open to past SOTA members at the University of Toledo Health Science Campus.
- 4.2. Active members are entitled to all rights and privileges of the association including voting in the affairs of SOTA, holding office, as well as serving on committees.
- 4.3. The dues of active members shall be \$10.00 per year, payable on or before September 30. The dues for alumni members shall be a minimum donation of \$10.00 per year, payable on or before September 30.

ARTICLE V Officers

- 5.1. Officers
The executive board of this association shall consist of President, Vice President, Secretary, and Treasurer.
- 5.2. Powers and Duties of the Officers
 - 5.2.1. Powers and Duties of the President
The President shall be the principle executive officer of the association. His/her powers and duties include the following:
 - a. Preside at all meetings of the club.
 - b. Decides procedural question or/points of order that may arise.
 - c. Makes sure motions are clearly stated.
 - d. Preserve order during its deliberations.
 - e. Calls for votes on issues.
 - f. Sign all orders on the treasury and bring a member vote on expenditures over \$200.00.
 - g. Appoint all committees not otherwise ordered.
 - h. Transact such business as may pertain to the office.
 - i. Take full responsibility for all sanctions that may be imposed on this organization.
 - j. Responsible for submitting the Annual Report Form to the Office of Student Life (herein after referred to as OSL) no later than the last day of spring semester.

- k. The President shall have such further powers, in addition to those wherein enumerated, as are usual to his/her office. He/she may delegate any of his/her powers and duties under the Rules and Regulations, subject to the approval by the executive board.

5.2.2. Powers and Duties of the Vice President

- a. The Vice President shall perform the duties of the President and Secretary in the absence of those officers, and in the case of the dismissal of the President, shall perform the duties of the President.
- b. He/she shall also preside when called on to do so by the President and at times when the President may be temporarily unable to discharge his/her duties.
- c. He/she shall also be responsible for follow up with thank you notes to any guests and/or donators, which may be involved in events of the association.
- d. The Vice President shall be responsible for taking minutes in the absence of the secretary.
- e. The Vice President shall serve as the chairperson of the Banquet Committee.
- f. He/she shall also serve as the OTD Student Admissions Representative, working with the OT Department Admissions Chair.

5.2.3. Powers and Duties of the Secretary

- a. The Secretary shall take care of all correspondence of the association under the direction of the President, keep all correspondence, and be responsible for appropriately answering such correspondence when necessary.
- b. The Secretary shall take charge of all books, papers, and effects other than the books of the Treasurer. He/she shall keep a correct record of all proceedings, receipts, and disbursements, and a record of all amendments to the Rules and Regulations in the minutes. During meetings, the secretary is expected to answer all questions that arise about the facts and procedures of the organization. She/He shall have on hand at every meeting the charter, a current membership list, past minutes and other official records, copies of the most recent minutes and the current agenda, and a list of committees and their current rosters.
- c. The secretary will be responsible for recording and submitting all minutes to the advisor prior to submission to the OSL. The minutes shall include the kind of meeting (e.g., regular, special); name of the organization (i.e., SOTA;), time, date, and place of the meeting; names of the secretary and presiding officer serving at the meeting; names of all members present and a list of those absent; approval of the previous minutes, and any corrections; exact final wordings of all main motions, with the names of the movers; the

results of votes on main motions; motions that have been tabled or postponed; points of order raised and appeals made, with the chair's ruling on each; announcements; time of adjournment; and signature of the secretary). The minutes must be submitted to the OSL within 5 working days of the business meeting. The secretary shall post the minutes following each meeting (and shall forward a copy to the Office of Student Life).

- d. The secretary is responsible for submitting the official membership roster to the OSL after the first official business meeting. This form will be used to validate membership eligibility for students voting or running for office. It will also establish the right of a student to be eligible to travel as a member of an organization. Any student not listed on the roster will not be considered a member of the club and therefore not eligible for all the rights and privileges afforded to members.
- e. The secretary is responsible for submitting all request forms when there is no chair, i.e. Travel Request Forms.

5.2.4. Powers and Duties of the Treasurer

- a. The Treasurer shall receive all money from all sources, giving a receipt for the same, announce receipts and disbursements at each meeting, keep a correct record of all money received and expended, make all bank deposits, pay all bills ordered by the association when signed by two officers and make financial statements quarterly. He/she shall submit his/her books and records to the officers and/or advisor for their audit and approval when called to do so, and at the expiration of his/her official term, shall turn over to the successor all money and property of the association that may be in his/her possession.
- b. The treasurer is required to keep accurate records regarding all expenditures of the organization. For every event held, the treasurer should have a report available to the organization membership. If an outside account is maintained, it will be the treasurer's responsibility to submit quarterly reports to the OSL on the status of this account. The treasurer will also be responsible for reporting to the president the final balances for the annual financial report to be submitted by the last day of the spring semester to the OSL.
- c. The treasurer is responsible for all the finances of the organization. The treasurer drafts the budget of every event for submission on the Pre-Event/Program Request Form or Travel Request Form.
- d. The treasurer should make a full financial report including expenses and reimbursements at every business meeting.
- e. The treasurer is responsible for filing all reimbursement forms to the OSL.

- f. When collecting dues, the treasurer will provide receipts or the equivalent.
- g. The treasurer will provide a copy of her/his report to the president, secretary, and the OSL.

5.2.5 Powers and Duties of the Risk Assessment Coordinator

The Risk Management Coordinator is the leader for the risk management effort within this organization. The roles and responsibilities include:

- a. His/her role is to create an organizational focus on risk management.
- b. He/she is responsible for facilitating discussion within the organization on risk management issues pertaining to all event/programs and travel that is undertaken by the organization.
- c. He/she is the point of contact for the organization on risk management issues, and should ensure that communication is happening between the organization, the advisor, and the OSL.
- d. He/she is responsible for assessing the risk for every event in which this organization is involved.
- e. He/she will fill out the Risk Assessment Form (#014) and submit it to the Chair of the event or secretary for submission to the OSL within the time frame specified on the individual request form.
- f. The OSL will notify the Risk Assessment Coordinator via e-mail upon approval of the Risk Assessment.
- g. The Risk Assessment Coordinator will notify the chair or the secretary of approval to proceed with final plans.
- h. After approval has been received from OSL, he/she is responsible for collecting waiver forms from all participants in all club events occurring on or off campus.
- i. It is his/her responsibility for taking attendance at all events or should assign another person to fulfill this responsibility.
- j. Is responsible for submitting the attendance sheet to the event chair.

5.3. Delegates

5.3.1. Responsibilities of the ASD Delegate

The Association of Student Delegates (ASD) provides a mechanism for the expression of student concerns and offers a means whereby students can have effective input into the affairs of AOTA. ASD membership is made up of all student members of AOTA. The ASD delegate serves as a liaison between the ASD Steering Committee (national level) and the students he/she was chosen to represent. The delegate must be a student of an approved and accredited occupational therapy educational program and a member of AOTA and SOTA. The delegate's term of office is for one year beginning just prior to the national AOTA conference in April and ending when the delegate elect assumes the position the following April. From the time of election in January until the term begins, the delegate serves as "delegate-elect" and is oriented to the position by the current

ASD delegate. Both students should attend national conference if at all possible to complete the orientation process.

The delegate should remain an active member of his/her student body and be available to all other occupational therapy students. By fulfilling his/her duties, the delegate should follow ascribed outline of responsibilities in the ASD Reference Handbook.

The ASD delegate at University of Toledo Health Science Campus (UT) will also serve as the representative from UT to the student committee of the Ohio Occupational Therapy Association (OOTA). He/she may appoint another student to this position if for any reason the ASD feels he/she would not be the best candidate. A meeting of student representatives from occupational therapy and occupational therapy assistant programs across the state will meet annually at the state conference each fall, and one additional time in the spring. Student representatives will act as liaisons between students at their school and the OOTA.

5.3.2. Responsibilities of the ASD Delegate-elect

The ASD Delegate-elect serves in this role from the time of election in January until assuming the official position in time for national conference. The main responsibility of the delegate-elect is to learn about his/her upcoming role as ASD delegate through orientation with the current delegate and by becoming familiar with the ASD Reference Handbook.

5.4. Eligibility and Qualifications

In order to be eligible for the position of an officer or delegate, the person must be an active member of SOTA and in good academic standing.

5.5. Terms of Office

The terms of office are for one year, starting in March. All new officers and delegates will be elected in February of each year from the incoming first year class with the previous president serving as an advisor to the new officers.

5.6. Grounds for Dismissal

Elected officers and delegates are required to attend all meetings. More than two absences will be grounds for dismissal as determined by the executive board.

5.7 Notice of Intent to Run for Office

Individuals shall submit written notice of their intent to run for office to the President at least seven (7) days prior to the January SOTA meeting. A list of the candidates shall be posted two (2) days prior to the election. OSU will receive a copy of the list of candidates.

5.8 Election Procedures

For the offices of President, Vice President, Secretary, Treasurer, ASD Representative, and COE Representative, election shall be determined by a majority vote of all active members through individual secret ballot format during the SOTA meeting held in January.

5.8.1 Notice of Intent to Run for Office

Individuals shall submit written notice of their intent to run for office to the President at least seven (7) days prior to the January SOTA meeting. A list of the candidates shall be posted two (2) days prior to the election.

5.8.2 An official business meeting previously announced to all membership must be scheduled to seek candidates for office. A copy of the duties of each position should be posted prior to this meeting. Deadline for nominations must be publicized/posted.

5.8.3 The chairperson of the Occupational Therapy Program will verify the validity of the nominees.

5.8.4 Election Request Form (#012) must be submitted to OSL 2 weeks prior to the election date.

5.8.5 Upon approval of the Election Request Form, it is SOTA's responsibility to announce the date, place, and time of the election to the membership.

5.8.6 Only those members whose names appear on the organization's roster on file with OSL will be allowed to vote.

5.8.7 Voting:

- a. A responsible official will make up a ballot and present it to the Chair of Occupational Therapy for approval and printing.
- b. All ballots must have organization name, nominee name, date, and position clearly stated on one ballot.
- c. There must be only one vote cast in order to elect all positions.
- d. In no instance will hand or voice voting decide elections.

5.8.8 Ballot Counting:

- a. All votes must be cast by a written ballot by those members present at a convened election meeting.
- b. Ballots may be counted by the election chair/committee and results announced immediately.
- c. Should there be a position with no nominees; another written vote may be taken which can include anyone who was not elected on the original ballot.

- d. Any person elected to an office by a write in vote will not be official until academic standing is verified by the Chair of Occupational Therapy.
- e. Minutes from the meeting and the Post Election Form must be submitted to the OSL no later than 24 hours after election.
- f. The results of the election will be placed on the SOTA bulletin board no later than 5 academic days after the election.

ARTICLE VI

Advisor

- 6.1 A faculty member of the Occupational Therapy Program shall be appointed as advisor to SOTA by the Chairperson of the Department of Occupational Therapy.

ARTICLE VII

Quorum

- 7.1 A quorum shall be 25% of the active members of SOTA.
- 7.2 Voting must be done with each active member holding one vote. The officers shall determine the process of counting and recording the vote. The President shall not participate in voting, except in the event of a tie.

ARTICLE VIII

Meetings

- 8.1. Meetings, including the organization's business, shall be held at least once each month. Notice of meetings shall be posted at least seven (7) days prior to the meeting. Proposed agenda items should be submitted to the President 48 hours prior to the meeting. Following each meeting, minutes will be distributed to OSL and SOTA Advisor. They will be posted outside the classroom.

ARTICLE IX

Referendum and Recall

- 9.1. Parliamentary Authority
All meetings of SOTA shall be governed by the parliamentary rules and procedures stipulated by Robert's Rules of Order.
- 9.2 Dissolution

This Association may be dissolved by a vote of two-thirds (2/3) of the active membership at its regular SOTA meetings or at any special meeting specifically called for this purpose. Written notice must be provided seven (7) days in advance to each member informing them of the time and place for such meeting and the purpose thereof. Upon dissolution, the officers shall be responsible for the distribution of the assets in the following manner:

- Payment of all debts of the association.
- In the event that there are insufficient assets to pay all debts the officers shall prorate the amount to be paid to each such creditor, also providing written notice of the reason why full payment has not or cannot be made.
- In the event that there are assets remaining after payment of all legitimate debts then the remaining assets shall be distributed among SOTA members whose dues are fully paid on the prorated basis.

ARTICLE X Amendments

- 10.1 These Rules and Regulations may be amended by the membership at its January SOTA meeting or at a special meeting by an affirmative vote of two-thirds (2/3) of active membership. Notice of the meeting must be posted seven (7) days in advance.

ARTICLE XI Ratification

- 11.1 This Constitution will be adopted by an affirmative vote of two-thirds (2/3) of active membership during the first SOTA business meeting of the school year.

ARTICLE XII Committees

12.1 Standing Committees

The committees, which are to be established, include: (1) Fundraising Committee. (2) Service Committee, (3) Social Committee, and (4) Banquet Committee. Committees shall strive to meet monthly, at minimum.

12.1.1 Responsibilities of the Fundraising Committee

This committee consists of any active members who wish to participate on tasks related to raising money for the association. A chair must be selected either through volunteering or through appointment by the President. This committee is responsible for arranging, setting up, implementing, and completing all fundraising activities. The chair of this

committee will present a report of current fundraising events during the SOTA meeting.

12.1.2 Responsibilities of the Service Committee

This committee consists of any active members who wish to participate in events that will provide acts of service to the community. A chair must be selected either through volunteering or through appointment by the President. This committee is responsible for arranging, setting up, implementing, and completing all service events. The chair of this committee will present a report of current events during the SOTA meeting.

12.1.3 Responsibilities of the Social Committee

This committee consists of any active members who wish to participate in tasks related to social events. A chair must be selected either through volunteering or through appointment by the President. This committee is responsible for arranging all social events within the club itself and with other clubs within UT. Social events should foster fellowship among members of SOTA and the greater UT community. The chair of this committee will present a report of current events during the SOTA meeting.

12.1.4 Responsibilities of the Banquet Committee

This committee consists of any active members who wish to participate in the planning and carrying out of the annual recognition banquet, to be held in December. The Vice President of SOTA will chair this committee. This committee is responsible for arranging for the banquet hall and the banquet program, seeking sponsors, coordinating graduates and speakers, and hosting the recognition banquet. One member of the banquet committee will be appointed to the UT graduation committee and attend their meetings as the occupational therapy representative if scheduling permits. The chair of this committee will present a report during the SOTA meeting.

This constitution was updated and approved by SOTA membership on Sept. 13, 2006.

Joseph Gross, President
Erin Blythe, Vice President
Melissa Hasenmeier, Secretary
Andrea Sensel, Treasurer