



THE OHIO STATE UNIVERSITY  
**STUDENT OCCUPATIONAL  
THERAPY ASSOCIATION**  
CONSTITUTION  
& BYLAWS

*Revised July 2021*

# CONSTITUTION



## ARTICLE 1: NAME & STATEMENT OF PURPOSE

- |           |  |
|-----------|--|
| Section 1 | The name of the organization shall be <i>The Ohio State Student Occupational Therapy Association (SOTA)</i> .  |
| Section 2 | The purposes of this organization shall be to foster the spirit of professional unity among students; to provide awareness of an affiliation with the Occupational Therapy profession at large and specifically the national, state, and local associations; and to provide support and services to Occupational Therapy Students. |

## ARTICLE 2: MEMBERSHIP

- |           |  |
|-----------|--|
| Section 1 | <i>Voting Membership</i> shall be open to any enrolled Ohio State University Occupational Therapy Student who has fully paid membership dues and is in good academic standing with The Ohio State University (University) and Division of Occupational Therapy (Division).   |
| Section 2 | <i>Associate Membership</i> shall be open to any enrolled Ohio State University Occupational Therapy Student who chooses not to pay dues. These students will not have the right to vote or hold office.   |
| Section 3 | This organization and its members shall not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. |

## ARTICLE 3: FINANCES

- |           |   |
|-----------|---|
| Section 1 | The ultimate responsibility for financial obligations of SOTA rests with the membership.  |
| Section 2 | An off-campus account will be maintained by the Faculty Advisor, Treasurer and President, according to University's guidelines. The Treasurer shall be the only ones to have access to this account. The Faculty Advisor and President shall have the ability to view all account information and activity. |
| Section 3 | The Treasurer is ultimately responsible for acquiring additional funding through external sources including but not limited to the University's Office of Student Life.   |
| Section 4 | A budget shall be created and maintained by the Treasurer each year. The budget must be approved by the Executive Board (Board).  |

## ARTICLE 4: OFFICERS, CHAIRS, & REPRESENTATIVES

- Section 1           The Executive Officers of SOTA shall be President, Vice-President, Secretary, and Treasurer.
- Section 2           The duties of the Executive Officers shall be those usually performed by such officers. The duties of each office are as follows:
1.   The President reports directly to the Faculty Advisor. They shall preside over all club meetings, call special meetings, and facilitate Board meetings. They are responsible for preparing paperwork, organizing events and activities, and representing the organization to the University. The President shall serve as a spokesperson for the organization and represent the club at all official functions. They shall assist all executive officers. They are a member of all established committees.
  2.   The Vice-President assumes the duties of the President in their absence. They are responsible for onboarding the incoming student cohort, assigning members to committees, creating newsletters, and assisting new students during the transition into graduate school. They shall preside over the First Year Committee. They shall prepare paperwork and organize events and activities, dividing the work between themselves and the President as both officers see fit.
  3.   The Secretary reports directly to the President. They are responsible for keeping a record of all members of the organization and all activities of the organization. They shall prepare an agenda with the President for all meetings as well as notify all members of meeting times, dates, and locations. The Secretary is responsible for taking minutes at all general and executive board meetings. These minutes shall be distributed no later than 72 hours after the official end time of the meeting. They shall preside over the First Year Committee. They shall perform other duties as directed by the President.
  4.   The Treasurer shall be familiar with accounting procedures and policies and serve as a primary signatory for the club. They must prepare an annual budget and keep all financial records of the organization. They shall maintain all financial history, advise members on financial matters, prepare supply requests or purchase orders, and the Treasurer must collect membership dues during the summer semester. They shall preside over the Ways and Means Committee.
- Section 3           The Chairs shall be Ways and Means Co-Chairs, Service Co-Chairs, Publicity Membership Co-Chairs, Recruitment Co-Chairs, Diversity Chair (who will automatically assume the role of Ohio State COTAD President), and Wellness Chair.
- Section 4           The duties of the Chairs are as follows:
1.   The Ways and Means Co-Chairs shall direct all fundraising efforts, lead a Ways and Means Committee representing students from the current OTD cohorts, report to the treasurer in writing a record of all incoming and outgoing funds, be responsible for organizing the purchase of a class gift donated to the Division, and delegate responsibility to organize the annual Jane Case-Smith 5K during the Fall Semester.
  2.   The Service Co-Chairs shall be responsible for coordinating at least one service opportunity per semester, organize and facilitate an OT Global Day of Service event for all OTD cohorts, engage students in service opportunities, lead a Service Committee representing students from the current OTD cohorts, and delegate responsibilities to organize the annual Wheelchair Rugby event during the Spring Semester.
  3.   The Publicity Membership Co-Chairs shall publicize all SOTA events and activities via social media, bulletin boards, and additional advertising media; maintain the SOTA bulletin board; provide articles for the OT Program Newsletter; update the LCD slideshow with upcoming events and recognitions; lead the White Coat Ceremony Committee to organize the annual White Coat Ceremony event; and effectively run all SOTA social media accounts.

4. The Recruitment Co-Chairs shall assist the Division in recruiting new students, organize New Student Orientation with guidance from the Faculty Advisor, and organize a Backpack Awareness Day during the Fall Semester.
5. The Diversity Chair shall serve as a peer mentor, advocate, and liaison for all students; promote diversity, equity, and inclusion principles and policies related to all aspects of the Division; relay information from the Ohio State COTAD chapter; develop means of communication with diverse populations through social media and related platforms; collaborate with the School of Health and Rehabilitation Sciences Diversity Chair; and serve as Ohio State COTAD President.
6. The Wellness Chair shall promote the holistic wellness of peers by sharing University and/or community resources and services as well as advise the Division faculty and SOTA Board on matters related to the general wellbeing of the OTD cohorts and make suggestions to best promote wellness within the Division and SOTA.

Section 5      The Student Representatives shall be Student-Faculty Liaison, AOTA Assembly of Student Delegates Representative, and First-Year Student Liaison.

Section 6      The duties of the Student Representatives are as follows:

1. The Student-Faculty Liaison shall attend one faculty meeting per month to discuss the concerns of the students, communicate faculty concerns to the students, and provide adequate notice for all students prior to meetings to allow for input and feedback.
2. The AOTA Assembly of Student Delegates Representative shall attend the annual meeting of the American Student Committee of the Occupational Therapy Association and the Ohio Occupational Therapy Association, advise the AOTA and OOTA Board of Directors on issues of interest or concern to students of the Division, inform SOTA members of ongoing state and national issues, review OOTA mailings and report information to the students, post meeting minutes from AOTA and OOTA, encourage students to obtain and maintain AOTA and OOTA memberships and to register for conferences, and reserve the right to appoint an assistant ASD Representative.
3. The First-Year Student Liaison shall report directly to the President, promote and increase the voice of the first-year cohort, and serve as a non-voting member of the Board.

Section 7      The Board shall consist of the executive officers, chairs, and student representatives.

Section 8      The line of succession for the office of President will be Vice-President, Secretary, and Treasurer.

Section 9      Any elected officer of the chapter may be removed from their position for sufficient cause. Sufficient cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of SOTA, including violations of the Student Code of Conduct, University policy, or federal, state, or local laws. In the event that officers are not fulfilling their specific duties, general members have the right to question the conduct, actions, and/or work of any elected officer, Faculty Advisor, committee chairperson, appointed representative or member. The Board may act for removal upon a two-thirds affirmative vote in consultation with the Faculty Advisor.

## **ARTICLE 5: FACULTY ADVISOR**

- Section 1            SOTA will have one Faculty Advisor registered with the Office of Student Life via the online Student Organizations Management system.
- Section 2            The members of the Division faculty shall constitute one of the possible faculty advisors.
- Section 3            The Faculty Advisor shall be decided upon by the executive officers of the organization. The Faculty Advisor must be a member of the University faculty or staff. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as a signatory on the organization's bank account.

## **ARTICLE 6: MEETING PROCEDURE**

- Section 1            Meeting time shall be at the convenience of the majority of members. There will be at least one meeting per month.
- Section 2            Executive board meetings will be held at least once prior to each general meeting. Additional meetings can be added at the discretion of the current Board.
- Section 3            Special meetings may be called by the President. Special meetings must be announced forty-eight hours in advance. Special meetings will include all members able to attend. Special meetings may be called for:
1.    Events and meetings outside of the normal meeting timetable.
  2.    Emergency business transactions requiring general membership votes, conduct concerns, and financial changes.

## **ARTICLE 7: ELECTION PROCEDURE**

- Section 1            Elections for SOTA will be held at the end of Fall Semester and will be held in order to appoint new officers for the following year's Spring, Summer, and Fall Semesters. The previous year's officers will work with the newly appointed officers to make sure they understand the duties and responsibilities of the position. The election process includes a vote of all eligible members taken through a paper or electronic ballot. Officers are selected by a plurality of the votes. Every member will have the opportunity to vote for the officers. Each member may vote exactly one time.
- Section 2            In the event of a tie, a tie-breaker vote will be performed by the outgoing President. If there is a three-way tie, the Faculty Advisor will be contacted to cast a tie-breaker vote. Members may be nominated for office by other members, but approval from the person being nominated must be obtained before they are put on the ballot.

## **ARTICLE 8: AMENDMENTS**

- Section 1            A proposed alteration, amendment, or addition to this Constitution may be presented to the Board in writing by any member of SOTA. The alteration, amendment, or addition to the Constitution shall require at least one (1) week prior notification to the members.
- Section 2            An amendment shall require a two-thirds majority to pass.

# BYLAWS



## BYLAW 1: MEMBERSHIP

- |           |   |
|-----------|---|
| Section 1 | To be in good standing, a member must have paid their dues by the deadline set by the Treasurer.  |
| Section 2 | <p>The rights of all members are as follows:</p> <ol style="list-style-type: none"><li>1. Vote on all matters submitted to a vote of the membership,</li><li>2. Vote for the organization's officers,</li><li>3. Vote on any proposed change in the organization, and</li><li>4. Hold an executive office, chair position, or representative position.</li></ol>  |
| Section 3 | Removal of members will occur upon removal from the Division, participation in unacceptable or unprofessional behavior, or refusal to pay membership dues.  |
| Section 4 | All members are to be appropriately marked as active, inactive, or alumni based on their enrollment status and involvement within the organization. Alumni status, so long as the member has been in good standing with the organization for one year and will be leaving the University, will automatically be granted. Active status is obtained once a membership due has been paid. Inactive status is reserved for members who are removed from the organization and are exclusively prohibited from attending meetings or activities related to the organization. |

## BYLAW 2: DUES & FINANCES

- |           |   |
|-----------|---|
| Section 1 | Membership dues shall be annually reviewed and set by two-thirds majority vote of the Board and collected by a deadline specified by the Treasurer.   |
| Section 2 | The amount chosen for dues should be based on the SOTA starting budget for the year. Dues must be directly allocated to programming that supports the purposes of the organization.   |
| Section 3 | The Treasurer shall submit a budget prior to election of the Board during the Fall Semester to be voted on by the eligible voting membership at a general meeting. This budget shall not consist of more than seventy percent (70%) of funds budgeted for the ASD Representative to attend a National Conference. |
| Section 4 | The Treasurer shall have the authority to authorize and approve non-budgeted expenditures of up to fifty dollars (\$50.00) from the SOTA account without approval of the Board.   |

### **BYLAW 3: OFFICERS**

- |           |  |
|-----------|--|
| Section 1 | The duties of the President, Vice-President, Secretary, and Treasurer shall be those usually performed by such officers. Refer to Article 3, Section 5 of the Constitution.  |
| Section 2 | Members eligible for nomination for all positions on the Board must be in good academic standing and have fully paid membership dues to the organization.  |
| Section 3 | Tenure of office shall be from the beginning of the calendar year following the election to the end of that calendar year.   |
| Section 4 | The executive officers (President, Vice-President, Secretary, and Treasurer) may be removed upon removal from the Division, a GPA lower than 3.0, or participation in unacceptable or unprofessional behaviors.  |
| Section 5 | Officers, chairs, and representatives shall be elected during the Fall Semester (with the exception of the First-Year Student Liaison) and begin to independently run meetings during the Spring Semester. Candidates must receive a majority vote to be elected to their respective office.                         |
| Section 6 | The First-Year Student Liaison shall be elected with majority vote of first-year cohort during the Summer Semester. The Faculty Advisor and President shall facilitate the application and election processes for this office. The First-Year Student Liaison's term will end at the conclusion of the Board's term. |

### **BYLAW 4: ELECTION PROCEDURES**

- |           |   |
|-----------|---|
| Section 1 | The election timeline shall be established by the Faculty Advisor and President and should allow ample time for the submission and review of officer application materials, voting, and installation of new officers.   |
| Section 2 | The election of officers must be by confidential ballot. All other decisions will be made through oral or electronic vote, unless otherwise requested by a voting member.   |
| Section 3 | All members who have paid dues and are in good academic standing shall be eligible to vote.   |
| Section 4 | Newly elected officers and former officers must meet within one month of the last meeting of the term to go over officer charges and appropriately transition. <ol style="list-style-type: none"><li>1. Charges must include an explanation of all respective duties and responsibilities pertaining to the offices and any recommendations to improve operations, programming, etc.</li><li>2. Each officer must outline charges for their respective successor(s) and save them in the designated folder on the Google Drive prior to the last meeting of their term.</li></ol> |

### **BYLAW 5: AMENDMENT OF BYLAWS**

- |           |   |
|-----------|---|
| Section 1 | A proposed alteration, amendment, or addition to the Bylaws may be presented to the Board in writing by any member of SOTA. The alteration, amendment, or addition to the Constitution shall require at least one (1) week prior notification to the members. |
| Section 2 | An amendment shall require a majority of eligible voting membership present at a general meeting to be passed.  |

**BYLAW 6: QUORUM**

Section 1            A quorum for the transaction of business shall consist of a majority of the eligible voting membership in attendance at a general meeting..

**BYLAW 7: PARLIAMENTARY AUTHORITY**

Section 1            Business meeting procedures shall adhere to "Robert's Rules of Order."

Section 2            The Secretary shall be responsible for enforcing parliamentary procedures.