# Constitution

**Section 1:**

**Coalition of Occupational Therapy Advocates for Diversity -OSU Branch of the National Organization of COTAD**

**Section 2- Purpose:** To increase discussion, awareness and education about diversity both within and outside of the profession of Occupational Therapy. The professions of Occupational and Physical therapy both lack diversity in the workforce, and it is imperative that we educate ourselves in order to better serve our future patients and communities.

“COTAD Chapters are designed to support occupational therapy students to work together to develop and promote diversity and inclusion within occupational therapy education programs and in the profession. Each Chapter is designed to create opportunities and resources to foster open conversation and increase awareness of different lived experiences to increase cultural humility. We envision that each Chapter will provide a safe environment where students gather to have open dialogue about current affairs, unconscious bias, and the impact of culture on occupation. Chapter leaders and members chair will have the opportunity to work alongside leaders in COTAD and connect with other students around the country, collaborate with COTAD to create presentations, events, and share resources with other programs to communicate the desire to increase diversity within the occupational therapy workforce and prepare clinicians to serve diverse client populations.” -<https://www.cotad.org/about-cotad-chapters>

The national chapter of COTAD seeks to achieve this purpose by:

-Connecting with individuals, organizations, and others to get the word out about occupational therapy and issues related to diversity and inclusion.

-Establishing COTAD Chapters on campuses across the country to better equip student leaders for careers as culturally humble and inclusive practitioners.

-Matching OT students and new practitioners from under-represented backgrounds with mentors who provide professional guidance and support.

-Sharing ideas, resources, and support for those in academia to improve faculty training, recruitment, and retention.

**Section 3 – Non-Discrimination Policy:**

*This organization does 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.*

**Sexual Misconduct Policy:**

*As a student organization at The Ohio State University,*

*The Coalition of Occupational Therapy Advocates for Diversity*

*expects its*

*members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:* [*https://hr.osu.edu/public/documents/policy/policy115.pdf.*](https://hr.osu.edu/public/documents/policy/policy115.pdf)

*If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at* [*http://titleIX.osu.edu*](http://titleix.osu.edu/) *or by contacting the Ohio State Title IX Coordinator at* [*titleIX@osu.edu****.***](mailto:titleIX@osu.edu)

## Article II - Membership: Qualifications and categories of membership.

*II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.*

## Article III – Methods for Removing Members and Executive Officers

* 1. *If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university*

*policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.*

* 1. *Any elected officer of the chapter may be removed from their position for cause. 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 this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the*

*organization’s advisor.*

* 1. *In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending)*

***Article IV - Organization Leadership:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

Required Positions:

1. Primary Leader/President
2. Vice President
3. Treasurer
4. Advisor

Duties:

1. Primary leader/ President. The president will be required to:

* Organize group meetings.
* Correspond between group members and the group advisor.
* Survey the OT class and COTAD members to determine topics of interest to focus on for their year of service.
* Complete both the in-person and online trainings required by the University.
* Maintain compliance with all student organization management requirements to maintain active group status, ensuring supporting benefits for COTAD through the University.
* Prepare the following president for success by meeting with them and explaining the position as well as providing all information about your year of service, along with any beneficial resources accumulated.

1. Secondary Leader/ Vice President. The Vice President will be required to:

* Attend all group meetings.
* Support the primary leader in correspondence between group members and advisor.
* Assist COTAD members in planning events and activities.
* Assist in maintaining open communication between the primary leader and COTAD group members.
* Oversee the COTAD bulletin board by planning layout, themes and times to recreate it using materials from the resource room.

1. Treasurer. The Treasurer will be required to:

* Attend all group meetings.
* Complete University mandated training for treasurers in person and online.
* Maintain group compliance with University requirements for group status.
* Apply for the appropriate grants in order to continue providing COTAD events and activities.
* Maintain knowledge of the financial status of COTAD, assist the executive board in decision making based on available funds.

1. Advisor. The advisor will be required to:

* Complete University mandated training. This will cycle between in-person and online every two years. Odd-numbered years will require training to be completed by the advisor, as established in the year of 2019.
* Attend a minimum of two COTAD meetings throughout the year.
* Correspond with the COTAD executive board.

## Article V- Election / Selection of Organization Leadership

Election for the Primary Leader/President position will be held during the fall semester, concurrent with SOTA elections and position changes.

The elections for the rest of the executive board will take place during the second meeting of COTAD, once the annual group of students interested in COTAD membership has been identified.

## Article VI - Executive Committee: Size and composition of the Committee.

The Executive Committee will consist of four people. These will include the group advisor, primary leader, secondary leader, treasurer.

## Article VII - Standing Committees (if needed): Not currently required.

## Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.

*Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.*

## Article IX – Meetings and events of the Organization: Required meetings and their frequency.

1. *Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term.*

## Article X – Attendees of Events of the Organization: Required events and their frequency.

Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf.

1. *The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.*

## Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.

1. *Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.*

## Article XII – Method of Dissolution of Organization

*Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. Should there be any outstanding debts or assets, they will be absorbed by the OSU branch of the Student Occupational Therapy Association.*