**PI THETA EPSILON**

**HONOR SOCIETY**

**CONSTITUTION**

(AMENDED 4/27/2009)

**ARTICLE I – NAME**

Section 1. The name of the honor society shall be: Pi Theta Epsilon.

**ARTICLE II – PURPOSES**

 Section 1. The purpose of the honor society shall be:

1. To recognize and encourage scholastic excellence of occupational therapy students.
2. To contribute to the advancement of the field of occupational therapy through the scholarly activities of student and alumni members.
3. To provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

**ARTICLE III – MEMBERSHIP**

 Section 1. Classes of Membership

1. The membership of this organization shall consist of student, alumni, sustaining, life, and honorary members. All members shall exhibit high standards of personal and professional behavior and shall support the purposes of the honor society.
	* + 1. Student members shall be those who have been elected according to the qualification set forth in the Constitution.
			2. This organization and its members 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 basis in accordance with [the guidelines](https://urldefense.com/v3/__https%3A/activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf__;!!Cjnu1T6GFXg!-BPJLKcy6HsKiCfaECc3mq4LLIoZB09r6R-fcl_p1xrSRAEDSiaz-eUyNdqRxeKUVhLe$).
			3. Alumni members shall be those past student members who were members in good standing upon graduation.
			4. Sustaining members shall be those members who desire to support the purposes of this organization by contributing any amount larger than their designated dues.
			5. Alumni who are active members of a local Pi Theta Epsilon (PTE) chapter shall be eligible for life membership in the national organization. The Executive Committee shall establish the fee for life membership.
2. Active members shall be student and alumni members in good standing. These shall be the only members entitled to vote.
3. Alumni members are eligible to belong to any chapter upon payment of dues.

 Section 2. Eligibility

1. A student shall be invited to apply for membership in PTE if she or he meets the following eligibility requirements:
	* + 1. Is enrolled in an accredited and/or professional occupational therapy program and has attained second semester junior standing in the occupational therapy program or completed nine semester hours in master’s program;
			2. Has a least one entire semester remaining after initiation before she or he leaves for a fieldwork placement; and
			3. Is among the top 20% of the occupational therapy class and no less than the top 35% of the university class.
			4. Has a GPA of at least 3.5 on a scale of 4.0. These GPA’s shall be calculated from the student’s cumulative scholastic records since entering the occupational therapy program.
			5. Evidence and submission of a piece of scholarly written work, completed while enrolled in the occupational therapy program.
			6. Submission of a short essay (250 words) stating why the prospective members wishes to join PTE.
2. Part-time students are eligible for membership. Part-time students are those for whom the total span of time allotted to complete all requirements for the degree program is greater than the usual number of required semesters or quarters. To be eligible, part-time students must:
	* have completed the minimum number of credit hours required by the constitution (i.e. have attained second semester junior standing in the occupational therapy program, OR completed nine semester hours in a master’s program). GPAs for part-time students shall be figured separately for each student, not for all part-time students as a group.
	* have maintained throughout his or her education, a GPA that is within the range used to select full-time students, and
	* have met all other eligibility requirements.
3. Candidates will be reviewed by a Review Board comprised of the current PTE chapter President, the advisor and two alumni members or two PTE members from a support Chapter.
4. Nominations of student members shall be made by the Review Board. Election shall be by a majority vote of the chapter.
5. Pi Theta Epsilon does not discriminate against any prospective member 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 basis in accordance with [the guidelines](https://urldefense.com/v3/__https%3A/activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf__;!!Cjnu1T6GFXg!-BPJLKcy6HsKiCfaECc3mq4LLIoZB09r6R-fcl_p1xrSRAEDSiaz-eUyNdqRxeKUVhLe$).

**ARTICLE IV – CHAPTERS**

 Section 1. Conditions

1. A chapter of the society may be established in a college or university in the United States of America or its territories which offers baccalaureate or advanced degrees and is fully accredited by its regional or professional accrediting agency. Chapters of PTE may be established at institutions offering an accredited curriculum in occupational therapy when evidence of interest and eligibility is shown by ten or more students who meet the eligibility requirements.
2. Alumni members who do not choose to participate in a collegiate chapter may belong to the National PTE Alumni Chapter.

Section 2. Names of Chapters

The active chapters shall be named in order of their formation from the letters of the Greek alphabet.

Section 3. Guidelines

Guidelines for establishing new chapters shall be available from the national PTE office (see How to Establish a Chapter in PTE manual).

Section 4. Sections

To accommodate groups of students enrolled in different programs at the same school (i.e. B.S. students, M.S. students) chapters may establish several sections and, if necessary, on different campuses of the university or college.

Section 5. Alumni Liaison

Each chapter shall have an Alumni Liaison who is appointed by the Chapter President. The Alumni Liaison shall serve as a non-voting member of the Chapter Executive Committee. The Alumni Liaison may be either a student or alumni member. Responsibilities of the Alumni Liaison shall include communicating with the active alumni members of the chapter, chapter officers, and the PTE National Office, as well as assisting in the coordination of chapter activities involving PTE alumni.

**ARTICLE V – CHAPTER OFFICERS**

 Section 1. Officers

The officers shall be President, Vice-President, Secretary and Treasurer.

 Section 2. Eligibility

Officers shall be elected from the active membership.

 Section 3. Election of Officers

1. Elections shall be held yearly by secret ballot.
2. Officers shall be elected by a simple majority.

 Section 4. Functions of Officers

1. Elected officers shall serve for one year.
2. The President shall notify the membership of meetings and shall preside at meetings. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve on the Chapter Review Board. The President shall not vote in the election of officers except in the case of a tie.
3. The Vice-President shall assist the President. The Vice-President shall preside over meetings in the absence of the President.
4. The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain the records of the organization.
5. the Treasurer shall be responsible for handling all monies and financial records of the chapter, including the preparation of the annual budget. The Treasurer shall provide for safe keeping the monies collected and exchanged with the National Office of PTE.
6. In the event that an officer is not fulfilling their duties, they will be given one verbal and one written warning from the advisor before being removed from their position of office.

Section V. Removal of Officers

Officers shall remain the current and presiding officers until the new member induction ceremony has been held and new officers for the incoming class have been elected and named. Responsibility will then be transferred to the newly elected officers.

**ARTICLE VI – CHAPTER ADVISOR**

 Section 1. Eligibility

1. The advisor shall be a Registered Occupational Therapist (OTR) and a member of the occupational therapy faculty.
2. the advisor shall have been a faculty member for at least one year.

 Section 2. Selection

1. The active membership of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
2. The faculty member shall notify the organization in writing that she or he accepts or declines the position.

 Section 3. Functions of the Advisor

1. The advisor shall identify the top 20% of each class who are eligible to apply for membership.
2. The advisor shall serve as a member of the Chapter Review Board.
3. The advisor shall attend meetings regularly.
4. The advisor shall act as a liaison between faculty and PTE.
5. The advisor shall receive nominations for chapter officers.

**ARTICLE VII – CHAPTER MEETINGS**

 Section 1. Frequency

The frequency of meetings shall be decided upon at the first meeting of each year.

 Section 2. Special Meetings

Special meetings may be called by the President or upon petition signed by fifty percent of the membership.

 Section 3. Quorum

The number needed to constitute a quorum shall be 20 percent of the active membership. A quorum is necessary when establishing or amending the functions of the chapter.

**ARTICLE VIII – INITIATION AND REMOVAL**

 Section 1. Initiation Schedule

Initiation of new members shall take place within two months after the candidates have been elected.

 Section 2. Removal Process For A Member

In the event that a member conducts themselves in a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct or Occupational Therapy Division, they can be removed from the organization. The member will be given a written warning and the opportunity to meet with the chapter advisor before formal removal from the chapter.

**ARTICLE IX – FINANCES**

 Section 1. Chapter Initiation Fee

An initiation fee may be established which is sufficient to cover local costs of initiation. It shall be payable to the Chapter Treasurer at or before the time of the initiation ceremony.

 Section 2. Chapter Dues

Chapter dues shall be paid annually by individual members. Chapter dues shall be sufficient for purposes of the chapter’s activities so as to reduce the necessity of fund-raising. local chapter dues shall be established by a simple majority vote of the active members of the chapter.

 Section 3. National Fees

1. New members shall at the time of their initiation pay a standard initiation fee to the national PTE organization. The fee shall be determined by members attending the annual National Meeting. The Chapter Treasurer shall forward these fees, in a single payment, to the National Office each Spring, at a time designated by the Executive Committee.
2. Chapters unable to meet the dues payment deadline must notify the National Office in writing no later than one month prior to the deadline. Justification for the late payment should accompany the request for exception to the established deadline. The Executive Committee will make the final decision regarding the deferred payment.
3. Active members will pay the annual membership dues to the national organization. the amount of dues shall be determined by the members attending the National Meeting.
4. Fee increases determined at an annual meeting shall go into effect at the time of the next dues collection in order for chapters to have time to institute a change.

**ARTICLE X – NATIONAL OFFICERS**

 Section 1. Officers

The National Officers shall be President, Vice-President, Secretary and Treasurer.

 Section 2. Eligibility

Officers shall be elected from the active membership of the PTE chapters. For the positions of Secretary and Treasurer, the candidates must have been active members of PTE for a minimum of one year prior to taking office at the PTE Annual Meeting. For the positions of President and Vice-President, the candidates must have been active members of PTE for a minimum of two years prior to taking office.

 Section 3. Election of Officers

1. Elections shall be held every year. President and Secretary shall be elected in odd years and Treasurer and Vice-President shall be elected in even years.
2. The nominations Chair and two committee members shall be elected be the assembly from amongst those members present at the annual meeting. The individual receiving the highest number of votes shall be the Chair. The term of office shall be one year.
3. Officers shall be elected by a simple majority of those members who vote. Elections shall be completed by mail ballot three months prior to the National Meeting.

 Section 4. Functions of Officers

1. Each officer shall serve a two-year term. In no case shall any individual serve more than eight consecutive years on the Executive Committee.
2. The President shall preside over all sessions at the National Meeting. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve as liaison between PTE and the Association of College Honor Societies (ACHS).
3. The Vice-President shall preside over all meetings in the absence of the President. The Vice-President shall be responsible for communication and the promotion of PTE.
4. The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain a current address list of all members. The Secretary shall serve as liaison between PTE and the Secretary of the American Student Committee of the Occupational Therapy Association (ASCOTA).
5. The Treasurer shall be responsible for keeping all financial records and shall serve as liaison between PTE and personnel at the National Office.

**ARTICLE XI – NATIONAL MEETINGS**

 Section 1. Annual Meeting

A National Meeting for PTE members shall be held every year.

 Section 2. Chapter Vote

Each chapter represented shall carry one vote at the National Meeting.

 Section 3. Quorum

The quorum shall be determined at each National Meeting, and shall be defined as 2/3rd of the chapters registered for that meeting, provided that a minimum pf 1/3rd of all chapters are represented.

 Section 4. Officer’s Votes

The Vice-President, secretary and Treasurer shall each carry one vote at the National Meeting. The President shall vote only in the case of a tie.

 Section 5. Agenda

The agenda will be published 60 days in advance of the annual meeting. Chapters unable to send delegates may submit written position statements on agenda items, which will be reported by the Secretary as appropriate.

Business to be conducted at the National Meeting shall include:

* + - 1. election of nominations Committee;
			2. amendments to the Constitution;
			3. financial matters including establishing national fees paid by chapters; and
			4. induction of new officers.

**ARTICLE XII – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the President, Vice-President, Secretary, Chair of the Newsletter Committee, and Treasurer. The immediate past-president shall serve as a member without voting rights for one year following the conclusion of his/her term as president.

Section 2. The Executive Committee shall have general supervision of the society between National Meetings and is vested with full power to conduct all business of the society between National Meetings. The Executive Committee shall be subject to the orders of the society and none of its actions shall conflict with action taken by the society.

Section 3. Meetings of the Executive Committee shall be called by the President or by any three members of the Committee.

Section 4. A majority of the voting members of the Executive Committee shall constitute a quorum.

Section 5. Any question may be submitted in writing to the Executive Committee for determination in lieu of a meeting of the Committee. If any two members challenge the mail ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed until the next meeting of the Committee. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of the Committee.

Section 6. Members of the Executive Committee may participate in a meeting of the Committee through conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

**ARTICLE XIII – AMENDMENT OF CONSTITUTION**

 **This Constitution may be amended in any one of the following ways:**

Section 1. At the National Meeting by a 2/3rd vote, provided that the amendment has been submitted in writing to the chapters at least thirty (30) days prior to the meeting.

Section 2. In the event that the amendment could not be submitted to the chapters thirty (30) days prior to the meeting, an amendment approved by the Executive Committee by a 2/3rd vote may be adopted at the National Meeting by a 3/4th vote.