SOTA Bylaws of the University of Oklahoma Health Sciences Center

Article I
Name
University of Oklahoma Health Sciences Center Student Occupational Therapy Association (OUHSC SOTA)

Article II
Purpose
The purpose of SOTA is twofold. First, SOTA will serve the campus and community while increasing awareness of the occupational therapy profession. Second, SOTA will be active on national issues by representing OUHSC Occupational Therapy at the AOTA Conference annually.

Article III
Members
Section 1: MEMBERSHIP CLASSES. The membership of the Association shall consist of Masters of Occupational Therapy students of the University of Oklahoma Health Sciences Center and be referred to as “OTS” from here on out. There will be two classes of membership:
A. Executive Board. Executive Board shall be OTSs currently enrolled at the University of Oklahoma Health Sciences Center.
B. Membership. The Membership shall be OTSs currently enrolled at the University of Oklahoma Health Sciences Center.

Section 2: QUALIFICATIONS.
A. Executive Board. In order to be eligible for membership, an OTS must be currently registered with the University of Oklahoma Health Sciences Center’s Department of Rehabilitation Sciences and be in good standing academically and with SOTA requirements prior to election.
B. Membership. In order to be eligible for membership, a student body member must be an enrolled OTS at the University of Oklahoma Health Sciences Center.

Section 3: MEMBERS IN GOOD STANDING
A. Executive Board. An individual, who meets the qualifications for membership in the appropriate classification, attends all Executive Board and General SOTA Meetings, and agrees to uphold the standards and ethics of the Association.
B. Membership.
   I. First and second year. A member who attends two General SOTA Meetings and participates in three events (service, campus involvement, and fundraising) and receives the required amount of points for each event (Article III, Section 5) in both the Fall and the Spring semesters.
   II. Third year. A member who attends two General SOTA Meetings for the year and participates in one service or one fundraising event in the
Fall and Spring semesters.

III. A member who agrees to uphold the standards and ethics of the Association is a member of good standing.

Section 4: RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING.

A. Executive Board. All Executive Board Members in good standing have the right to formulate and direct the actions of their respective board who meet the qualifications in Article V. OTS shall be entitled to one vote in the election of the officers of the Association via an online ballot coordinated by an uninvolved executive board member. Executive Board members in good standing shall have their name printed on the official University of Oklahoma Health Sciences Center SOTA Website.

B. Membership. OTS of the University of Oklahoma Health Sciences Center shall be entitled to one vote in the election of the officers of the Association via an online ballot coordinated by the executive board. Members in good standing shall be entitled to discounted prices for events and conferences as cited by the Executive Board.

Section 5: POINT SYSTEM. Points shall be distributed to members for participation in service, campus involvement and fundraising events.

A. Points Required. Five total points (two service, two fundraising, and one campus involvement or professional development) are required per semester for an OTS-1 and OTS-2 to be considered a SOTA member in good standing. One point is equivalent to one hour of time, unless otherwise stated by the executive board. For recurring events, the points will be determined ahead of time and will not be changed during the academic year. Fundraising points will be reported to the campus specific fundraising chairperson. Community Service points will be reported to the campus specific community service chairs. The campus involvement and professional development points will be reported to the Public Relations Chairperson.

Article IV
Meetings of the Membership of the Association

Section 1: MEETING TIMES.

A. Executive Board. Executive Board meetings will be scheduled (1) one or two weeks prior to the General SOTA Meeting and (2) at a minimum of three times in the Fall semester, three times in the Spring semester, and at least once in the summer semester.

B. SOTA Membership Meetings. SOTA Membership Meetings will be scheduled (1) one or two weeks after an Executive Board Meeting and (2) at a minimum of two times in the Fall semester, two times in the Spring semester.

Section 2: CALL FOR MEETINGS.

A. Executive Board. Executive Board Meetings may be called anytime by the (1) President, or (2) Vice-President or (3) two-thirds vote of the Executive
Board with three days notice.

B. SOTA Membership Meetings. SOTA Membership Meetings may be called anytime by the (1) President, or (2) Vice-President or (3) two-thirds vote by the student body with five days notice.

Section 3: ATTENDANCE.

A. Executive Board. Any member of SOTA in good standing may attend an Executive Board Meeting. Attendance is mandatory for all Executive Board members. Absences are excusable only if the member presents an acceptable reason to the secretary prior to the scheduled meeting time.

B. General SOTA Meeting. Attendance is mandatory for all Executive Board members. Absences are excusable only if the member presents an acceptable reason to the secretary prior to the scheduled meeting time. Student Body members are required to attend two general SOTA Meetings in both the Fall and Spring semesters. The acting Secretary will record the attendance of all SOTA members.

Section 4: VOTING. At any meeting, all voting shall be done either online or on premade printed ballots and each individual in good standing shall have one vote. At any meeting, a chance for discussion followed by a motion to adopt an amendment shall require a majority vote. To overturn a previously existing amendment, a discussion followed by a motion to adopt the new amendment shall require a two-thirds vote. The Executive Board shall determine the process for counting and recording a vote, if not done via online ballot.

Article V

Executive Board Officers

Section 1: OFFICERS. The officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Fundraising Chairperson, Public Relations Chairperson, Community Service Chairperson, Historian, ASD Delegate, Alternative ASD Delegate, and Conference Chairperson. Any officer elected in their third year is highly encouraged to maintain a relationship with the SOTA organization after graduation (e.g. help continue the momentum of the group from year to year).

Section 2: ELECTIONS. Executive Board Officers of the Association shall be elected by individual vote of the Association’s voting members in good standing via printed ballot or online ballot. In order to ensure continuity of leadership experience, elections of officers will occur prior to the last meeting of the Spring semester for SOTA and by early November for ASD Delegate under conditions of Article V, Section 15.

Section 3: ELIGIBILITY AND QUALIFICATIONS. In order to be eligible for an Executive Board Office, the member must be in good standing with SOTA as outlined under Article III, Section 3.

Section 4: TERMS OF OFFICE. No officer may serve more than two consecutive terms
in the same office. Officers may only occupy two Executive Board Offices at once if one of the offices is as the ASD Delegate.

Section 5: DUTIES. It is the responsibility of each officer to become familiar with all of the SOTA Bylaws (each officer will retain their own personal copy). It is the responsibility of each officer to fully understand their scope and role within SOTA. All officers are required to keep a running log of their activity in electronic or hard copy form to pass down to the officer of the next term.

Section 6: PRESIDENT. The President of SOTA shall be a second year OTS. Duties include: facilitation of actions of all Executive Board Officers, communication with the Department of Campus Activities, OKOTA Student Representative, OKOTA President, Oklahoma State Representative to the Representative Assembly, and the ASD Steering Committee. The President guides the calls for frequency and duration of Executive Board and General SOTA Meetings.

Section 7: VICE-PRESIDENT. The Vice-President shall be a first or second year OTS. Duties include: collaboration with the President and assisting in the supervision and facilitation of actions set forth by the Executive Board. The Vice-President may guide and call for frequency and duration of Executive Board and General SOTA Meetings while in collaboration with the President. The Vice-President will resume all roles of the President at events in which the President is unable to attend.

Section 8: SECRETARY. The Secretary shall be a first or second year OTS. Duties include: recording of minutes given at the Executive Board and General SOTA meetings, coordinating location and timing of meetings with the Department of Campus Activities, and distribution of SOTA announcements.

Section 9: TREASURER. The Treasurer shall be a first or second year OTS. Duties include: maintaining financial records, collection and depositing of acquired funds into the SOTA account at the University of Oklahoma Health Sciences Center. Additional duties include direct communication with the Conference Chairperson.

Section 10: FUNDRAISING CHAIRPERSON. The Fundraising Chairperson shall be a first or second year OTS. There will be one head chairperson per campus, with the co-chairperson for each campus designated as a first year OTS. Duties include: storing and maintain inventory of all fundraising resources; and will organize of formal and informal social events to increase inter-class socialization.

Section 11: PUBLIC RELATIONS CHAIRPERSON. The Public Relations Chairperson shall be a first or second year OTS. Duties include: formulation and facilitation of occupational therapy and SOTA promotion on campus, and in the community, (especially during OT Month in April; i.e. Annual Backpack Drive) through events and the SOTA website throughout the term. The Public Relations Chairperson will also serve as a liaison between OUHSC SOTA and outside organizations to provide campus involvement opportunities for all members. In addition, the Public Relations Chairperson will serve as
the liaison between the Professional Development Committee (Article V, Section 14) and
the SOTA Executive Board. The Public Relations Chairperson will be responsible for
keeping track of the member’s campus involvement and professional development points.

Section 12: COMMUNITY SERVICE CHAIRPERSON. The Community Service
Chairperson shall be a first or second year OTSs. There will be one head chairperson per
campus, with one co-chair for each campus designated as a first year OTS. Duties
include: Organizing and promoting SOTA volunteer involvement on campus and in the
community; recording SOTA member’s volunteer points, and providing monthly updates
of SOTA member’s points to date.

Section 13: HISTORIAN. The Historian shall be a first, second or third year OTS.
Duties include: Maintaining a photo album of all members, as per Article IX, Section 3;
and maintain an up-to-date bulletin board and/or social networking group (i.e. Facebook).

Section 14: PROFESSIONAL DEVELOPMENT COMMITTEE. This is not an
Executive Board position. This committee shall work under the provision of the Public
Relations Chairperson. Duties: Gather information regarding opportunities for student
involvement offered through AOTA and OKOTA. These opportunities should include,
but are not limited to AOTF donations, AOTPAC donations, COOL profile, and
networking events. Networking opportunities shall be presented to all members at least
two weeks prior to the date of the event.

Section 15: ASD DELEGATE. This is not an Executive Board position. The ASD
Delegate shall always be a first year OTS. This member will be elected by the OTSs in
early November. Duties include: polling all SOTA members prior to the annual AOTA
Conference about their primary concerns regarding current issues and proposed
resolutions; attend all Delegate Meetings, and relay pertinent information gathered from
conference to all members of SOTA via Delegate Address. It is the responsibility of the
ASD Delegate to confer with last year’s ASD Delegate about expectations and further
responsibilities. The appointed ASD delegate must fulfill the first year conference
reimbursement requirements highlighted in Article VIII, Section 4 in order to be fully
funded by SOTA for his/her attendance.

Section 16: ALTERNATE ASD DELEGATE. This is not an Executive Board position.
The Alternate ASD Delegate shall be a first or second year OTS. This office will be
given to the OTS who receives the second most votes in the ASD Delegate Election.
Duties include: resuming all roles of ASD Delegate if the original ASD Delegate is
unable to attend. The office will expire once the ASD Delegate attends the Conference.

Section 17: CONFERENCE CHAIRPERSON. This is not an Executive Board position.
This position is an executive board elected office. The SOTA members qualified for this
position shall: be a member in good standing with SOTA, previously attended an AOTA
Conference with SOTA, and planning to attend the subsequent conference with SOTA.
Duties include: researching the best deals on hotel, flights, activities, etc. for the duration
of the conference. This position does not have the ability to make any final decisions and
must present the information to the executive board for final decisions.

Section 18: EXECUTIVE OFFICER IS UNABLE TO FULFILL THEIR ROLE: In the event that an Executive Board Member cannot fulfill their role due to any reason, a special election will take place to fill the vacant position. Nominations and an election process will follow the guidelines as listed in Article VI.

Article VI
Nominations and Elections

Section 1: ELECTIONS. Elections of the Executive Board Officers shall be by a majority vote received from SOTA members in good standing. Unless otherwise stated, voting shall be conducted with printed ballots or online individual ballots.

Section 2: TIMING OF ELECTIONS. To ensure continuity of Executive Board Offices, there will be two times for elections to ensue.

A. Elections.
   I. Executive Board Members. All will occur prior to the last meeting of the Spring semester (typically in March; newly elected members will assume the elected position following the April meeting, as no SOTA meeting occurs in the month of May).
   II. Co-Chairs (Service and Fundraising). All will occur within the first six weeks of the Fall semester (no later than the second general SOTA meeting).
   III. Professional Development Committee. All will occur within the first six weeks of the Fall semester (no later than the second general SOTA meeting).

B. ASD Delegate Election. The ASD Election shall occur in early November. The class will hold an election under the following guidelines:
   a. Nomination. Members are encouraged to nominate themselves or another individual(s) within good standing by filing a nomination form with the SOTA executive board at least one week prior to the October executive board meeting. If multiple nominations from both campuses occur the executive board will select two nominees, one from each campus, for election by members at the November meeting.
   b. Voting for Candidate. (Article VI, Section 4)

Section 3: RUNNING FOR OFFICE. Any SOTA member in good standing can run for an office allowed for their class year as specified under Article V. Within a time period determined by the Executive Board, SOTA members are asked to nominate members in good standing for a given office. A list of students is then compiled for each office and elections are to be held.

Section 4: BALLOT.
   A. Preparation. An elected member of the Executive Board will prepare a printed version or online survey ballot with the names of those who wish to run for office.
I. If preparing an online ballot, the creator must inform SOTA members prior to the election to allow all members an equal opportunity to vote.

B. Nomination. In the event that no SOTA member runs for an office needed for their respective class, a motion for nomination occurs. For five minutes, SOTA members are encouraged to nominate an individual or a number of individuals within good standing, that they feel best suits the position. In order for a motion of induction to occur, the chosen SOTA member(s) must accept the nomination for office. If more than one individual accepts the nomination, new blank ballots with the name of the officers are submitted, voted on by SOTA members, and then counted. The member with the most votes will be inducted into office.

C. Opportunity for Self-Promotion. Before ballots are distributed to the voting SOTA members, each candidate will be given a one to two minute opportunity for self-promotion via speech regarding why they feel they are the ideal candidate.

D. Voting for Candidate. Each SOTA member will vote for one candidate, except the President, who will not vote as per Article VI, Section 4, Part E.

E. Tie Vote. In the event of a tie vote, the ballots shall be recounted. If the results are still tied, the President will make the final determination in electing the position.

Section 5: ANNOUNCEMENT. The results of the election shall be announced by the acting President at the conclusion of the Meeting. The Secretary will retain the ballots until the end of the meeting, after which time shall be destroyed. The newly elected officer’s names will be posted via email, and/or social media group.

Article VII
Membership of Other Professional Associations

Section 1: AMERICAN OCCUPATIONAL THERAPY ASSOCIATION. The SOTA membership will strive to achieve a high percentage of student membership to the American Occupational Therapy Association, previously and hereinafter referred to as AOTA.

Section 2: OKLAHOMA OCCUPATIONAL THERAPY ASSOCIATION. The SOTA membership will strive to achieve a high percentage of student membership to the Oklahoma Occupational Therapy Association, previously and hereinafter referred to as the OKOTA.

Article VIII
Specialty Sections

Section 1: FUNDING FOR AOTA CONFERENCE ATTENDEES. It is the responsibility of all SOTA members to attempt to fundraise enough money to support a full reimbursement for the ASD Delegate and a maximum reimbursement for all other qualified SOTA members attending the annual AOTA National Conference.
Section 2: HISTORIAN PHOTO ALBUM. The Historian Photo album will be maintained each year. Albums must be made available for interclass viewing purposes (online via website or social media group).

Section 3: SOTA BYLAWS. The SOTA Bylaws shall be available on the SOTA website to all SOTA members and any outside party. The SOTA Bylaws shall be modified as necessary on a year-by-year basis. All members of SOTA must agree upon the modified bylaws by a majority vote.

Section 4: AOTA CONFERENCE.
A. Reimbursement Requirements. The points required for member reimbursement from SOTA funds shall be greater than a regular member in good standing, but will vary among first, second, and third years.
   a. First and second year requirements: To seek reimbursement for attending the AOTA Conference, a first and second year OTS must have attained the following requirements by the end of April:
      i. Eight service points
      ii. Sixteen fundraising points
      iii. Two campus involvement or professional development point
   b. Third year requirements: To seek reimbursement for attending the AOTA Conference, a third year OTS must have attained the following requirements by the end of April:
      i. Four points for the entire school year (Two must be fundraising, while the remaining two points may be a combination of community service, fundraising, campus involvement, and professional development)

B. Letter of Commitment. All members planning to attend the AOTA Conference with SOTA will be required to sign a Letter of Commitment created by the executive board. This letter will inform members of important dates, expectations of conference attendance, and the member’s financial responsibilities to SOTA if they decide to not attend the conference. SOTA Executive Board shall require collection of the signed Letters of Commitment from each attendee, no later than the end of January. For SOTA Executive Board to consider a deadline extension for approval, the attendee must present a written request for the deadline extension prior to the set due date.

Article IX
Annual Budget

Section 1: ROLE OF THE TREASURER. In addition to Article V, Section 9, the Treasurer will send updated monthly budget reports (total amount in account, money spent to date, etc.) to Executive Board members.

Section 2: ALLOCATION OF FUNDS. Each school year, the Executive Board will determine and administer the allocation of funds depending on the current needs of SOTA. Final allocation of funds shall require an agreed upon two-thirds vote from the Executive Board.
A. Allocating funds may include but are not limited to the following:
Determining reimbursement amount for AOTA Conference attendees; funds remaining from previous school year allocated to providing lunch for members at general SOTA meetings; allocating a designated and untouchable monetary value towards purchasing third year OTS’s graduation pins.

Section 3: UTILIZATION OF FUNDS. Executive Board members allowed to withdraw funds from the SOTA account (with good reason) include: Treasurer, President, and Vice President. A majority vote of the Executive Board must pass to give additional member(s) access to the SOTA account, only then shall the member be allowed to withdraw and utilize funds. All funds withdrawn from the SOTA account must be reported to the Treasurer with qualifying receipts for all transactions.

SOTA Bylaws were rewritten by Megan Wink (President 2015-2016) & Alissa Reed (Vice President 2015-2016), with major modification assistance from all of SOTA Executive Board, 2015-2016.