Bylaws of the Student Occupational Therapy Association
at 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 OUHSC 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 the OUHSC Occupational Therapy Program at the annual American Occupational Therapy Association national conference ("Conference").

Article III
Membership

Section 1: MEMBERSHIP CLASSES
SOTA membership shall consist of Masters of Occupational Therapy students at the University of Oklahoma Health Sciences Center. There will be two classes of membership, Executive Board members and General Membership.

Section 2: ELIGIBILITY

A. Executive Board. In order to be eligible for membership, a student 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 prior to election.
B. General Membership. In order to be eligible for membership, a student body member must be currently enrolled in the Occupational Therapy program 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 membership meetings, as outlined in Article IV, Section 3, and agrees to uphold the standards and ethics of the Association.
B. General Membership.
    i. First- or second-year student. A member who attends two membership meetings (four annually) and earns the required number of points, as outlined in III.5.C.i, in both the Fall and Spring semesters and agrees to uphold the standards and ethics of the

Association.

ii. Third-year student. A member who attends one membership meeting (two annually) and earns the required number of points, as outlined in III.5.C.ii, in both the Fall and Spring semesters and agrees to uphold the standards and ethics of the Association.

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 position. Board members shall be entitled to one vote in the election of officers of the Association, as detailed in Article VII, Section 3.E. Executive Board members in good standing shall have their name printed on the official University of Oklahoma Health Sciences Center SOTA Website.
B. Membership. General members in good standing shall be entitled to one vote in the election of officers of the Association as detailed in Article VII, Section 3.E. Members in good standing shall be entitled to discounted prices for events and conferences as cited by the Executive Board.
C. Graduation Pins.
    i. Members graduating in May 2020 and later. Graduating members in good standing in their third year in addition to their first and/or second year (as detailed in Article III, Section 3.B) will receive a graduation pin acknowledging their participation in and contributions to the Association.

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

A. Point Values and Accrual. One point is equivalent to one hour of time, unless otherwise stated by the Executive Board. Community service points may be accrued through outside service opportunities so long as they are not accrued as a requirement of outside organizations. One (1) community service point must come from a SOTA planned event, however, the community service chair may approve monetary donation in place of SOTA planned event. Monetary donation amount shall be decided by the Executive Board. For recurring events, the points will be determined ahead of time and will not be changed during the academic year. One fundraising point is equivalent to $10 worth of product purchased,raised, or donated through SOTA fundraising events. Points raised through SOTA bake sale events shall be capped at 8 points per academic year. All points roll over between semesters.
B. Point Reporting. Fundraising points will be reported to the campus-specific Fundraising Chairperson. Community Service points will be reported to the campus-specific Community Service Chairperson. Campus involvement and professional development points will be reported to the Public Relations Chairperson.
C. Point requirements. Points required to be a member in good standing are outlined below. Points required for Conference reimbursement are outlined in Article IX, Section 4.A.

i. First- or second-year member. Members must earn two (2) points in each of the four categories (campus involvement, community service, fundraising, and professional development) each semester, for a total of eight (8) points per semester and 16 points per academic year.
ii. Third-year member. Members must earn one (1) point in each of the four categories (campus involvement, community service, fundraising, and professional development) each year, for a total of four (4) points per academic year.

Article IV
Meetings of the Association

Section 1: MEETING TIMES.

A. Executive Board Meetings. Executive Board meetings will be scheduled to occur one or two weeks prior to each membership meeting and a minimum of one time in the Summer semester, three times in the Fall semester, and three times in the Spring semester.
B. Membership Meetings. Membership meetings will be scheduled a minimum of two times in the Fall semester and two times in the Spring semester. The Executive Board should make every attempt to conduct a meeting in the Summer semester.

Section 2: CALL FOR MEETINGS.

A. Executive Board Meetings. Executive Board meetings may be called at any time by the President, Vice-President, or a two-thirds vote of the Executive Board. Meetings must be called with three-day notice to all board members.
B. Membership Meetings. Membership meetings may be called at any time by the President, Vice-President, or two-thirds vote of general membership. Meetings must be called with five-day notice to all membership.

Section 3: ATTENDANCE.

A. Executive Board Meeting Requirements. Any member of SOTA in good standing may attend an Executive Board meeting. Attendance is mandatory for all Executive Board members. Absences may be excused if the member presents an acceptable reason to the Secretary prior to the scheduled meeting time.
B. Membership Meeting Requirements. Attendance is mandatory for all Executive Board members. Absences may be excused if the member presents an acceptable reason to the Secretary prior to the scheduled meeting time. General members are required to attend membership meetings in accordance with the standards outlined in III.3.B to maintain the status of a member in good standing.
C. Attendance Records. The Secretary will record the attendance of all SOTA members. Members are individually responsible for ensuring their attendance is noted at each membership meeting. After the conclusion of a meeting, its attendance record will not be amended.

Section 4: VOTING. At any meeting requiring a vote, ballots shall be conducted online or via printed ballots, as determined by the Executive Board. Every member in good standing shall have one vote. At any meeting, a discussion to adopt or overturn an amendment must be followed by a motion to adopt/overturn and then a vote. All motions must pass with a two-thirds vote of all members in good standing.

Article V
Executive Board Officers

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

Section 2: ELECTIONS AND ELIGIBILITY. Eligible members shall be nominated and elected to the Executive Board of the Association in accordance with Article VII.

Section 3: TERMS OF OFFICE. The term of office of second- and third-year Executive Board positions shall begin immediately following the end of the Spring semester and shall commence until the end of the following Spring semester. The term of office of first-year Executive Board positions shall begin immediately following the Fall election and commence until the end of the following Spring semester. No officer may serve more than two consecutive terms in the same office. Officers may only occupy two Executive Board Offices in one term and only if one of the positions is the ASD Representative or Conference Chairperson.

Section 4: GENERAL EXECUTIVE OFFICER DUTIES. It is the responsibility of each officer to become familiar with and retain a personal copy of the SOTA Bylaws. It is the responsibility of each officer to fully understand the scope of their role within SOTA. All officers are required to keep a running log of their activity in electronic or hard copy form to pass on to the officer assuming the same position in the following term.

Section 5: PRESIDENT. The President of SOTA shall be a second-year member. Duties include facilitating the actions of all Executive Board officers, coordinating all aspects of necessary Executive Board and membership votes (including officer elections), and communicating 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 and Vice President will share the responsibility of managing passwords for all online SOTA documents including but not limited to bank account(s), google drive/gmail, and surveymonkey. The President guides the calls for frequency and duration of Executive Board and membership meetings.

Section 6: VICE-PRESIDENT. The Vice-President shall be a first- or second-year member. Duties include collaborating 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 membership meetings while in collaboration with the President. The President and Vice-President will share the responsibility of managing passwords for all online SOTA documents including but not limited to bank account(s), google drive/gmail, and surveymonkey. The Vice-President shall oversee the St. Catherine Challenge Committee (Article VI Section 8). The Vice-President will assume all roles of the President in the event that the President is unable to attend a meeting or special event.

Section 7: SECRETARY. The Secretary shall be a first- or second-year OTS. Duties include recording minutes at Executive Board and membership meetings, coordinating location and time of meetings with the Department of Campus Activities, distributing SOTA announcements, and conducting monthly reconciliation of the SOTA bank account.

Section 8: TREASURER. The Treasurer shall be a first- or second-year OTS. Duties include maintaining financial records, keeping the board current on the Association's financial standing with a monthly budget and balance report, collecting and depositing acquired funds into the SOTA bank account, acquiring allocated funding from the OUHSC Student Government Association, maintaining Square and PayPal accounts as applicable, and communicating with the Conference Chairperson regarding the conference reimbursement budget. The Treasurer shall oversee all responsibilities outlined in Article X Sections 1-2.

Section 9: FUNDRAISING HEAD CHAIRPERSONS. The Fundraising Chairpersons shall be first- or second-year OTSs. There will be one or two head chairperson(s) on each campus. Duties include developing fundraising events through communication with vendors, community partners, and university personnel, ensuring that all funds are collected and given to the treasurer, maintaining the Square card reader and ensuring it is available for all relevant events, and storing and maintaining inventory of all fundraising resources. The Fundraising Chairpersons will be responsible for maintaining accurate records of members' fundraising points.

Section 10: PUBLIC RELATIONS CHAIRPERSON. The Public Relations Chairperson shall be a first- or second-year OTS. Duties include formulating and facilitating the promotion of occupational therapy and SOTA on campus and in the community (especially during OT Month in April), leading the Professional Development Committee in providing professional development opportunities to SOTA members, updating the SOTA website on the first and fifteenth day of every month, and notifying members of upcoming events via social media, email, and the HSC Daily News. 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 VI, Section 4) and the Executive Board. The Public Relations Chairperson will be responsible for maintaining accurate records of members' campus involvement and professional development points.

Section 11: COMMUNITY SERVICE HEAD CHAIRPERSONS. The Community Service Chairpersons shall be first- or second year OTSs. There will be one head chairperson on each campus. Duties include organizing and promoting SOTA volunteer involvement on campus and in the community and maintaining accurate records of members' community service points.

Section 12: HISTORIAN. The Historian shall be a first-, second- or third-year OTS. Duties include maintaining a photo album of all members and creating an end of year slideshow.

Section 13: FUNDRAISING CO-CHAIRPERSONS. The Fundraising Co-Chairpersons shall be first-year OTSs. There will be one co-chairperson on each campus. Duties include assisting the Fundraising Head Chairpersons in developing fundraisers, communicating with vendors and community partners, collecting funds in the absence of a Fundraising Head Chairperson, and storing and maintaining inventory of all fundraising resources.

Section 14: COMMUNITY SERVICE CO-CHAIRPERSONS. The Community Service Co-Chairpersons shall be first-year OTSs. There will be one co-chairperson on each campus. Duties include assisting the Community Service Head Chairpersons in organizing and promoting SOTA volunteer involvement on campus and in the community.

Article VI
Non-Executive, Supplemental Officers

Section 1: ELECTIONS AND ELIGIBILITY. Eligible members shall be nominated and elected to the Executive Board of the Association in accordance with Article VII.

Section 2: TERMS OF OFFICE. The term of office shall begin immediately following election in the Fall semester and shall commence until the end of the following Spring semester, unless otherwise specified. No officer may serve more than two consecutive terms in the same office.

Section 3: GENERAL OFFICER DUTIES. It is the responsibility of each officer to become familiar with and retain a personal copy of the SOTA Bylaws. It is the responsibility of each officer to fully understand the scope of their role within SOTA. Supplemental officers are not members of the Executive Board and do not retain the right to vote at executive board meetings.

Section 4: PROFESSIONAL DEVELOPMENT COMMITTEE. This committee shall consist of

at least one first-year OTS and one second-year OTS on each campus, for a minimum of four committee members. The committee shall work under the direction of the Public Relations Chairperson. Duties include gathering information about opportunities for student involvement offered through AOTA and OKOTA. These opportunities should include, but are not limited to AOTF donations, AOTPAC donations, COOL profiles, and networking events. Opportunities shall be announced to all members at least two weeks prior to the event.

Section 5: ASSEMBLY OF STUDENT DELEGATES REPRESENTATIVE. The ASD Representative shall always be a first-year OTS. Duties include attending all Assembly meetings and relaying pertinent information gathered from Conference to all members of SOTA via a Delegate Address. It is the responsibility of the ASD Representative to confer with the previous year's Representative about expectations and additional responsibilities. The appointed ASD Representative must fulfill the Conference reimbursement requirements as detailed in Article IX, Section 4.A in order to be fully funded by SOTA for his/her attendance.

Section 6: ALTERNATE ASD REPRESENTATIVE. The Alternate ASD Representative shall be a first-year OTS. Duties include assuming all roles of ASD Representative if the original Representative is unable to uphold their responsibilities and/or attend Conference. This position will expire following the Assembly meeting at Conference.

Section 7: CONFERENCE CHAIRPERSON. The Conference Chairperson shall be a second- or third-year OTS who previously attended an AOTA Conference with SOTA and plans to attend the subsequent Conference with SOTA. Duties include researching the best deals on hotels, activities, etc. for the duration of Conference, booking a block of hotel rooms for members who need Conference lodging accommodations, creating a Conference attendance interest survey, collecting Conference Letters of Commitment, tracking points for reimbursement, and contacting members about their standing regarding reimbursement. This position does not have the authority to make any final decisions and must present all information to the executive board for approval.

Section 8: ST. CATHERINE CHALLENGE COMMITTEE. On years when The Executive Board votes to participate in the St. Catherine Challenge, a St. Catherine Challenge Committee shall be formed. The St. Catherine Challenge Committee shall consist of at least one first year OTS on each campus and shall be overseen by the Vice President. It is the responsibility of the St. Catherine Challenge Committee to read all rules/regulations set by the St. Catherine Challenge, enroll OUHSC in participation of challenge, plan fundraising event(s), and turn in all funds raised to the Vice President to deposit and report to treasurer.

Article VII
Nominations and Elections

Section 1: ELECTIONS. Elections of Executive Board Officers shall be by a majority vote received from SOTA members in good standing. Voting shall be conducted anonymously via printed or online ballots.

Section 2: TIMING OF ELECTIONS. To ensure continuity in leadership of the Association, there will be two election cycles each year.

A. Second- and Third-Year Executive Board Members. Elections for all second- and third-year board member positions shall occur at the last meeting of the Spring semester (typically in April).
B. First-Year Executive Board Members. Elections for first-year representatives to the Executive Board (Community Service and Fundraising Co-Chairpersons) shall occur within the first six weeks of the Fall semester, no later than the second membership meeting. These elections should occur on the same day as the Professional Development Committee elections.

C. Supplemental Officers.
    i. Professional Development Committee. Elections for all Professional Development Committee members shall occur within the first six weeks of the Fall semester, no later than the second membership meeting. These elections should occur on the same day as the elections for first-year board members.
    ii. ASD Representative and Alternate. The election for the ASD Representative shall occur in early November. The Alternate ASD Representative shall be named as the member receiving the second-most votes in this election.
    iii. Conference Chairperson. The election for the Conference Chairperson shall occur by the second membership meeting of the Fall semester.

Section 3: ELECTION PROCESS

A. Eligibility to Run. Any SOTA member in good standing (see Article III, Section 3.B) is eligible to run for office. First-year students interested in a position must agree to maintain the status of a member in good standing throughout the tenure of the position.
B. Nomination. Prior to the membership meeting in which elections will occur, the President shall send a call for nominations to all members. Members may nominate themselves or others for any position allotted for their year in the MOT program. The nomination deadline will be determined by the Executive Board and members shall have a minimum one-week notice before the deadline. In the event that a position receives no nominations prior to the election meeting, a motion for nominations from the floor will occur. For a period of five minutes, members will have the opportunity to nominate an eligible member who they feel suits the position. If the nominated member accepts the nomination, a motion for inductance will occur. If more than one member is nominated for the same position and accepts the nomination, a new ballot shall be distributed for

member vote.

C. Preparation of Ballots. Prior to the election, the President shall prepare a printed or online ballot with the names of all members interested in each available position. If conducting the vote online, the President shall inform members of this prior to the meeting so they may prepare accordingly, allowing all members an equal opportunity to vote.
D. Opportunity for Self-Promotion. Before the distribution of ballots, each candidate will have one to two minutes for self-promotion via speech regarding why they feel they are the ideal candidate.
E. Voting. All members in good standing have the opportunity to cast one vote for each available position. The President will only vote in the event of a tie.
F. Tie Vote. In the event of a tie vote, ballots shall be recounted to verify the results. If the results are still tied, the President will make the final determination in electing the position.
G. 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 all ballots shall be destroyed. The newly elected officers' names shall be announced via email and posted on the SOTA website and/or social media group.

Section 4: SPECIAL ELECTIONS. In the event that an Executive Board Member or Supplemental Officer cannot fulfill their role for any reason, a special election will occur to fill the vacant position for the remainder of the term. The nomination and election will follow the guidelines as listed in Article VII, Section 3 with the election occurring at the next regularly scheduled membership meeting. If it is necessary to hold the election prior to the next meeting for continuity, a special meeting may be called.

Article VIII
Membership of Other Professional Associations

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

Article IX
Conference Attendance and Reimbursement

Section 1: FUNDING FOR ASD REPRESENTATIVE. It is the responsibility of all SOTA members to attempt to fundraise enough money to support a full reimbursement for the ASD

Representative's conference registration (see subsection A for details), travel fees, and lodging, in addition to maximizing reimbursement for all other qualified SOTA members, to attend the annual AOTA National Conference, in accordance with Article IX, Section 4.B.

A. Conference registration reimbursement. SOTA conference registration reimbursement shall only be distributed in the amount that the College of Allied Health Student Association (CAHSA) does not cover. It is the sole responsibility of the ASD representative to fulfill any CAHSA reimbursement requirements to receive this funding.
B. The ASD representative will not receive reimbursement upfront for travel, stay and conference registration. The ASD representative will receive full reimbursement (if all points requirements are made) when the SOTA chapter is reimbursing general members for conference.

Section 2: LODGING ARRANGEMENTS. The Conference Chairperson shall conduct a conference survey mid-Fall to gauge member interest in attending Conference and interest in staying in a SOTA-booked hotel room versus finding their own accommodations (this is not a commitment on either point). The Conference Chairperson shall book a block of hotel rooms to accommodate, at minimum, the number of members who expressed interest in staying in SOTA-booked accommodations. Once rooms are booked, the Chairperson shall inform SOTA members of an estimated per-person lodging cost. The Conference Chairperson shall collect Conference Letters of Commitment in accordance with Article IX, Section 3 to determine the number of members committed to staying in the SOTA block of hotel rooms.

A. ASD Lodging Arrangements. For instances where the ASD representative will require an additional day of lodging to attend required meetings, only the prior years' ASD Representative shall be allowed to stay with the ASD representative free of charge unless otherwise decided by the Executive Members.

Section 3: LETTER OF COMMITMENT. All members planning to attend Conference with SOTA, including the ASD Representative, must complete and sign a Letter of Commitment distributed by the Conference Chairperson. This letter will inform members of important dates, expectations of Conference attendance, and the member's financial responsibilities to SOTA if they do not attend Conference or do not meet the reimbursement requirements. The letter will also offer members the option of staying in the SOTA hotel room block or making their own lodging arrangements. The housing decision reflected in this letter is final. The Conference Chairperson shall notify members of the deadline to submit their Letter no later than one week before the deadline. The deadline should be at the end of January or several days before the deadline to cancel unneeded hotel rooms, whichever occurs sooner. The Executive Board may require submission of a deposit with the Letter in an amount deemed appropriate by the Board. For the Executive Board to consider a deadline extension for approval, the attendee must present a written request for the extension prior to the established due date.

Section 4: MEMBER REIMBURSEMENT.

A. Reimbursement Requirements. The points required for member reimbursement from SOTA funds shall be greater than a regular member in good standing and vary among first, second, and third years. For all members seeking reimbursement, the fundraising point requirement must be met before the date of conference.
    i. First- or second-year member. To seek reimbursement for attending Conference, a member must be in good standing and attain 10 of their 15 fundraising points before conference and the remaining 5 and all other points by the middle of April:
        1. Fifteen (15) fundraising points
        2. Ten (10) community service points
        3. Three (4) professional development points
        4. Two (4) campus involvement points
    ii. Third-year member. To seek reimbursement for attending Conference, a member must be in good standing and attain the following points (for a total of 10 points for the year) by the end of April:
        1. Five (5) fundraising points
        2. Five (5) total points from any other category (campus involvement, community service, or professional development) with at least one point in each category.
B. Reimbursement Distribution. Reimbursement amounts shall be determined by the Executive Board under the direction of the Treasurer. Funds raised by the Association shall first be distributed to pay the full amount of registration fees, travel costs, and lodging for the ASD Representative. Any remaining funds shall be evenly distributed among all members eligible for reimbursement, regardless of where they stay and the cost of their accommodations.

Article X
Specialty Sections

Section 1: ALLOCATION OF FUNDS. The Executive Board will determine and implement the allocation of funds depending on the needs of the Association. The Treasurer shall present a proposed budget to the Executive Board. Final allocation of funds requires a two-thirds vote from the Executive Board.

A. Allocated funds may include, but are not limited to: designating an untouchable monetary value for purchasing graduation pins for all eligible third-year members, reimbursing Conference attendees, participating in AOTF's annual St. Catherine's Challenge, and providing a starting balance for the following year.
B. Allocated funds for the following years' Community Service and Professional Development budgets shall be voted on by The Executive Board at the final Executive

Meeting after the ASD representative has been reimbursed but before general conference reimbursement and must pass with two-thirds vote.

Section 2: UTILIZATION OF FUNDS. Executive Board members allowed to withdraw funds from the SOTA bank account (with good reason) include: Treasurer, President, and Vice President. The SOTA bank account shall be overseen by the current SOTA Faculty Advisor and list the Advisor as the main contact for the account. A majority vote of the Executive Board must pass to give any additional members access to the SOTA bank account, only then shall the member be allowed to withdraw and utilize funds. All funds withdrawn from the SOTA bank account must be reported to the Treasurer with qualifying receipts for all transactions.

A. Receipts must include monetary amount deposited or withdrawn, reason for deposit/withdrawal, be signed, and dated.
B. Reporting process shall include an electronic upload of all receipts to the appropriate Google Folder and be the responsibility of the treasurer to monitor.
C. A monthly report of SOTA funds shall be reported to the current SOTA Advisor.

Section 3: HISTORIAN PHOTO ALBUM. The Historian Photo album will be maintained annually, with all albums available for interclass viewing on the official SOTA website and/or SOTA social media group.

Section 4: SOTA BYLAWS. The SOTA Bylaws shall be available on the SOTA website to all SOTA members and any outside party. The SOTA Bylaws may be modified as necessary on an annual basis. All revisions must be ratified by a majority vote of all SOTA members in good standing, with the acting President only voting in the event of a tie.

SOTA Bylaws were rewritten by Danielle Schlegel, with major modification assistance from all of SOTA Executive Board, 2016-2017.

SOTA Bylaws were modified by SOTA Executive Board, 2017-2018.