

# **Tennessee State University**

Department of Occupational Therapy

The Constitution and Bylaws of TSU's Student Occupational Therapy Association

The name of this organization shall be Tennessee State University's Student Occupational Therapy Association hereinafter will be referred to as TSU SOTA.

## **Mission Statement:**

Tennessee State University's Student Occupational Therapy Association (TSU SOTA) promotes professional and educational growth through social activities, fundraising events, and community involvement. Building on the TSU curriculum, we work to unite the diverse student body by advocating for the profession, as we strive towards excellence as therapists.

## **Article I: Purposes**

- To promote professional growth and knowledge in the field of Occupational Therapy
- To increase awareness and advocate for the profession of Occupational Therapy within the surrounding communities through social activities, fundraising events, and community involvement.
- To serve as a forum to discuss issues relative to MOT
- To promote the objectives of the American Occupational Therapy Association.
- To promote the objectives of the Tennessee Occupational Therapy Association.

## **Article II: Membership**

- Membership is mandatory for all TSU MOT students, for incoming and second year students.

## **Article III: Dues**

- All members shall be expected to pay dues. The amount is to be determined by a majority vote of 2nd years during the June meeting. The vote will follow a presentation by the treasurer that details the budget and recommends an amount for dues to be set at.
- A set amount is due at beginning of fall semester. If unable to pay full amount at fall semester, able to split between two semesters with a \$10 extra charge.
- SOTA accepts cash or check. Check is to be made out to TSU SOTA.
- The purpose of the dues is to help finance the activities of the organization.

## **Article IV: Officers**

The officers of the SOTA shall be: *President, Vice President, Secretary, Treasurer, Fundraiser, PR/Social Media, Assembly of Student Delegates - AOTA representative, TNOTA representative, and First Year representative.*

## **Eligibility**

- The officers shall be elected from the currently enrolled TSU MOT students.
- All officers must be in good academic standing with TSU and the MOT program.
- All officers must maintain a minimum of 3.0 cumulative GPA.

### **Election of Officers**

- The officers of the SOTA shall be elected by the membership each April.
- Elections of officers shall be made by closed ballot; paper and electronic ballots are permissible.

### **Term of Office**

- Officers shall be elected for a term of one academic year, starting in the summer semester and ending at the end of the following spring semester.
- Newly elected officers shall assume their office the meeting following the election.

### **Executive Committee Members**

- The Executive Committee (EC) shall consist of the President, Vice President, Secretary, Treasurer, Fundraiser, PR/Social Media, Assembly of Student Delegates - AOTA representative, TNOTA representative, Faculty Advisor, and First Year representative.

### **Vacancies in Office**

- The Vice President shall assume the office of the President should the President be unable to fulfill his or her duties.
- If the Vice President, Secretary, or Treasurer is unable fulfill the responsibilities of his or her office, the President shall appoint someone to fulfill the duration of the term. This is subject to the approval of the EC.

## **Article V: Officers' Duties**

### **The President shall:**

- Chair all general meetings, executive committee meetings and called meetings.
- Call special meetings as necessary.
- Represent the SOTA when interactive with other schools, clubs, organizations, etc.
- Appoint replacements for Vice President, Secretary, and Treasurer, subject to the approval of the EC should a vacancy arise.
- Communicates with Faculty SOTA Advisor as needed
- Facilitates the election process and transition of officers
- Motivates and rewards SOTA members for participation and involvement
- Generates meeting agenda content with input for Leadership Team
- Oversees major projects of officer responsibilities
- Establishes goals for SOTA term

### **The Vice President Shall:**

- Preside at meeting when the President is not able to attend.

- Assist the President in all official duties.
- Serve as a member of all SOTA Committees.
- Assumes duties and responsibilities of the President when president is absent or unable to fulfill duties
- Assists president to oversee all major projects and roles and duties of officers
- Assists president to establish annual SOTA goals
- Encourage and advocates for communication between Leadership Team and SOTA members
- Assists Committee Chairs as needed

**The Secretary shall:**

- Record the minutes of all SOTA meetings, provide an electronic version for the advisor, and place minutes in a binder for members to review as needed.
- Record attendance.
- Notify members of all meeting dates and times.
- Maintain all club records with the exception of financial records.
- Coordinates time and location of SOTA and officer meetings
- Acts as main communication source between the Leadership Team and SOTA members

**The Treasurer shall:**

- Oversee and keep accurate records of organization's funds and financial transactions.
- Present a financial report to the membership of SOTA meetings at the beginning and end of each semester.
- Collect dues and maintain records of all dues collected.
- Settle all financial obligations upon authorization of the EC in conjunction with the faculty advisor.
- Deposit money at bank
- Write checks
- Help create budget
- SOTA financial binder and debit card are in your hands

**PR/Social Media**

- Obtain 1<sup>st</sup> year list of students and contact them via email/facebook
- Help create Welcome newsletter for 1<sup>st</sup> years
- Set up mentoring program between 1<sup>st</sup> and 2<sup>nd</sup> years
- In charge of SOTA gmail, twitter, survey monkey
- Email information as needed from officers to students
- Administrator of official TSU OT Facebook page with appropriate faculty member
- Create Facebook page of 1<sup>st</sup> and 2<sup>nd</sup> years
- Maintain calendars of SOTA events

**Fundraising**

- Seek and coordinate opportunities to collaborate with members of community

- Collect donations and funding for SOTA and designed SOTA sponsored organizations

#### **AOTA Representative**

- Attends OT association annual conference
- Stays updated on OT association affairs and communicates all pertinent information to SOTA members
- Will be the TSU representative for AOTA Assembly of Student Delegates

#### **TNOTA Representative**

- Serves as liaison between students and organizations
- Monthly conference call with TNOTA board members and other representatives
  - Provide with what is happening in TSU OT Department
  - Relay information from call to professors and peers
- Promote involvement in any of the TNOTA sponsored events

#### **First Year Representative**

- Attending monthly officer meetings
- Provide input and propose changes
- Liaison to fellow class members

#### **All Officers'**

- The EC, as a group, should vote on how to proceed on a matter, with the best interest of all SOTA members as the focus, on policies that do not directly change or amend the bylaws, but that deal with the operations of SOTA. Examples would be "Should SOTA participate in a volunteer event?" or "Should SOTA spend money on a certain project or cause?"

#### **Article VI: Faculty Advisor**

- A faculty advisor shall be elected by the organization.
- Responsibilities shall be in accordance with those stated in the TSU Handbook.

#### **Article VII: Meetings**

- Regularly scheduled SOTA meetings will occur at a time that is voted upon by the membership.
- Special meetings may be called by the President if needed.

#### **Quorum**

- A quorum shall consist of a majority of the SOTA members that are in good standing (meaning that the dues are paid and he or she is a current MOT student).

#### **Article VIII: Amendments**

- Bylaws may be amended by an official vote of two-thirds of the membership.

**Article IX: Ratification**

- Bylaws shall be adopted by a majority vote of the MOT students.

**Article X: Bylaws**

- It shall be the responsibility of the EC ad Faculty Advisor to ensure that the bylaws are adhered to.