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Constitution

East Carolina Student Occupational Therapy Association

Founded: 2009

Article I - Name of Organization

The official name of this organization shall be East Carolina Student Occupational Therapy Association (SOTA).

Article II - Purpose of Organization

Section 1. The purpose of this organization is to:

- To promote knowledge and interest in the field of Occupational Therapy
- To stimulate the professional growth of students through extracurricular activities within the field of Occupational Therapy.
- To provide information to the general public concerning the roles, functions, and services provided by Occupational Therapy.
- To promote the objectives of the American Occupational Therapy Association.
- To promote the objectives of the North Carolina Occupational Therapy Association.

Article III – Membership

Section 1. Membership in this organization is open to all ECU students currently enrolled in the Occupational Therapy MS program and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 2. Students in good standing with the University (3.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

The membership of this organization shall be composed of active members and honorary members.

- An active member is one who is presently a first or second year graduate student enrolled in the Occupational Therapy Master's Program, East Carolina University and has met the requirements for active member status by paying dues and maintaining participation.
- An honorary member is a professor in the OT Department at ECU or any student who has successfully completed the Occupational Therapy program at ECU and was considered an active member during the semester immediately preceding Level II Fieldwork.
- All active members are eligible to vote.

Section 3. Faculty or Staff members may participate in organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office.

Article IV – Officers

Section 1. Any active member is eligible to run for office. Election of officers will require a majority vote from the active-voting membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: **3.30 cumulative G.P.A., no Cs (final grade in a course), and enrollment in at least 6 credit hours at East Carolina University.** No officer may hold more than one office at a time. In addition, all officers must maintain the minimum cumulative G.P.A. of 3.30 and have received no final grades that are Cs to maintain their officer positions during their terms.

Section 2. The officers shall be elected by ballot to serve for one calendar year until their successors are elected. The election of new officers shall be every March to allow for a transition period with the present officers until May when the newly elected officers assume their roles. A member may only hold an office for one academic year.

Section 3. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

- A. President
 - Preside over all meetings of this organization
- B. Vice-President
 - Preside over meetings in the absence of the President
 - Assist the President in presiding over the meetings
- C. Secretary
 - Record the minutes of all meetings of the organization and

- Maintain internal and external correspondence in the absence of both President and Vice-President.

D. Treasurer

- Manage all checking and savings accounts of the organization
- Report a monthly statement of the treasury to include all deposits, withdrawals, credits, expenditures, and accounts receivable
- Reimburse or pay usual and necessary expenses of the organization in the absence of the other three officers
- Provide an annual statement of accounts and/or an informal audit by those persons appointed by the majority of the active-voting membership.

E. Student Government Association (SGA) Representative/Association of Student Delegates (ASD) delegate

- Attend the SGA (Graduate Professional Student Senate) meetings
- Obtain organization funding from the GPSS
- Attend the ASD meeting at the American Occupational Therapy Association annual conference representing the interests and concerns of the East Carolina Student Occupational Therapy Association and disseminate information gathered at the conference to the student body.

Section 5. Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. Should an office become vacant due to any reason, that officer will be replaced by a special election that will be held at the next meeting, assuming the membership is present for an election. The SOTA advisor shall be notified in writing of the results of the elections.

All officers must be in good academic standing, including maintaining a cumulative 3.30 GPA and having no Cs (final course grades). If not, s/he will need to step down either permanently or until removed from probation. If deemed necessary, the vice-president shall replace the president. If the vice-president refuses to accept the president's position, a special vote will be taken within two weeks of the initial probation status. Other officers will also be replaced by a special vote within two weeks of the initial probation.

Article V - Advisor

The advisor shall be a full time faculty or staff member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution. The advisor of this organization shall be a Registered Occupational Therapist in good standing with the American Occupational Therapy Association and a full-time employee of the Department of Occupational Therapy, East Carolina University. The advisor shall be appointed by the departmental faculty at the beginning of each academic year. Responsibilities of the advisor are as follows:

- Attend at least one meeting each month

- Attend on campus events sponsored by the organization
- Sign any contracts established by the organization with an off-campus entity

Article VI – Meetings

Section 1. The organization shall hold regular (monthly) meetings during the academic term except when holidays, examination periods, summer sessions, or other events make meeting impractical.

Section 2. Additional meetings may be called by the President or by the Executive Board.

Section 3. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (*a quorum is the number of people that must be present in order to conduct business for the organization*). Robert's Rules of Order (newly revised) shall govern all meetings.

Article VII- Finances

Section 1. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a 2/3 vote. Dues must be paid by October 1 of the current academic year

Section 2. The treasurer will be required to update members of the status of the budget at the beginning of each semester. This should include a summary of expenditures and credits during the past semester.

- The Treasurer is responsible for all monetary transactions, bank statements, and all other normal and usual records of the transactions of the organization.
- All checking and savings accounts will be set up at a local banking institution to provide for the signature of both Treasurer and the President.
- No checking or savings account transaction may occur without prior recorded approval of the majority of the active-voting members.
- There shall be no withdrawal from any account of this organization to exceed the current bank balance at the time of withdrawal.
- Annual dues of \$30.00 for active-voting members shall be paid to the Treasurer and President.
- The dues can be changed by a 2/3's vote of the active-voting membership.
- The purpose of the dues is to help finance the activities of the organization.
- A minimum of \$50.00 should be left in the checking account, at the end of the academic year.

Article VIII- Committees

Special committees shall be voted in by majority. The Vice-President shall oversee and support committee chairs.

- Education Committee
- Fundraising Committee
- Social Committee
- Service Committee
- Advocacy Committee
- Historian

Article IX - Hazing

East Carolina Student Occupational Therapy Association, in keeping with ECU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

East Carolina Student Occupational Therapy Association opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *East Carolina Student Occupational Therapy Association*, if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of *East Carolina Student Occupational Therapy Association*, to educate the membership of this policy.

Article X – Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary with a minimum of ¾ of the membership present.

Article XI – Ratification

This constitution shall become effective upon approval by a ¾ vote of the membership. **Ratified constitutions must be submitted to Student Activities and Organizations within 10 days for final approval.** The constitution of this organization or any amendment thereto shall not be recognized if in conflict with the constitution of the Student Government Association, East Carolina University and/or university policy.