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 increase campus and community
awareness of the occupational therapy profession. Second, SOTA will be active on
national issues by sending an ASD Delegate to the annual AOTA Conference every year.

Article III
Members

Section 1: MEMBERSHIP CLASSES. The membership of the Association shall consist
of two classes:
A. Executive Board. Executive Board members shall be Masters of occupational
therapy students of the University of Oklahoma Health Sciences Center who shall
be referred to as “MOTSs.”
B. Membership. The Membership shall be MOTSs currently enrolled at the
University of Oklahoma Health Sciences Center.

Section 2: QUALIFICATIONS.
A. Executive Board. In order to be eligible for membership, an MOTS must be
currently registered with the University of Oklahoma Health Sciences Center’s
Department of Rehabilitation Sciences and be a MOTS student.
B. Membership. In order to be eligible for membership, a Student Body Member must
be enrolled as a MOTS of 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, has paid the appropriate fee, attends all Executive
Board and General SOTA Meetings, and agrees to uphold the standards and ethics
of the Association is a member of good standing.
B. Membership. A member who paid the appropriate fee, attends two General SOTA
Meetings in both the Fall and the Spring semesters, and 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. MOTSs shall be entitled to one vote in the election of the officers of the Association. Executive Board members in good standing shall receive a personal issue of the SOTA Newsletter. Executive Board members in good standing shall be entitled to discounted prices for events and conferences as cited by the Executive Board. Executive Board members in good standing shall have their name printed on the official University of Oklahoma Health Sciences Center SOTA Website.

B. Membership. Members in good standing have the right to join and participate in the actions of one or more respective Committees as specified in Article V. Members in good standing have the right to publish articles in the SOTA Newsletter. MOTSs of the University of Oklahoma Health Sciences Center shall be entitled to one vote in the election of the officers of the Association. Members in good standing shall receive a personal issue of the SOTA Newsletter upon request. Members in good standing shall be entitled to discounted prices for events and conferences as cited by the Executive Board.

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, and at least once in the summer semester.

C. Committee and Task Force Meetings. Committee Meetings specified in Article V and Task Force Meetings must occur at least once during both the Fall and Spring semesters. Meeting times must be relayed to the President or Vice-President with two days notice.

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.

C. Committee and Task Force Meetings. Committee meetings can be called anytime by the (1) Committee Chairperson, (2) President, or (3) Vice-President. Task Force Meetings can be created anytime there is a need to focus on a domain that falls outside any of the duties required of the Executive Board. A Task Force
Leader will be selected by the Executive Board from the general SOTA membership. Task force meetings can be called anytime by the: (1) Task Force Leader, (2) President, or (3) Vice-President.

Section 3: ATTENDANCE.

A. Executive Board. Any member of SOTA in good standing may attend and Executive Board Meeting. Attendance is mandatory for all Executive Board members. Absences are excusable only if a representative is on hand with a given statement to report. The acting Secretary will record the attendance.

B. General SOTA Meeting. Attendance is mandatory for all Executive Board members. Absences are excusable only if a representative is on hand with a given statement to report. Student Body members are required to attend all SOTA Meetings in the Fall and Spring semesters. The acting Secretary will record the attendance of all SOTA members.

C. Committee and Task Force Meetings. Attendance is strongly encouraged for all Committee and Task Force members.

Section 4: VOTING. At any meeting, all voting shall be done in person only 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.

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, Social Activities Chairperson, Historian, Editor of the SOTA Newsletter, ASD Delegate, and two Class Liaisons. The Organizational design of the Executive Board is depicted on Figure 2. The Expanded Schematic Role for SOTA is shown on Figure 3. 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 by ballot. In order to ensure continuity of leadership experience, elections of officers will occur by November for SOTA and December 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 occupy two Executive Board Offices at once for the ASD Delegate and Editor of the SOTA Newsletter only. The Official Office Duration Pathway for Executive Board Members is depicted on Figure 1.

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.

Section 6: PRESIDENT. The President of SOTA shall be a second year MOTS. Roles include: facilitation of actions of all Executive Board Officers; and communication with the Department of Campus Activities, OOTA Student Representative, OOTA 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, second or third year MOTS. Roles include: collaboration with the President, assisting in the supervision and facilitation of actions set forth by the Executive Board, and communication with both Class Mediators. 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, second or third year MOTS. Roles include: recording of minutes given at the Executive Board and General Student Body 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, second or third year MOTS. 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 are outlined in Article X.

Section 10: FUNDRAISING CHAIRPERSON. The Fundraising Chairperson shall be a first, second or third year MOTS. Duties include: formulation and facilitation of a Fundraising Committee that will (1) plan and conduct fundraising events within the rules and regulations of the Department of Campus Activities, and (2) store and maintain inventory of all fundraising resources.

Section 11: PUBLIC RELATIONS CHAIRPERSON. The Public Relations Chairperson shall be a first, second or third year MOTS. Duties include: formulation and facilitation of a Public Relations Committee that will plan and coordinate occupational therapy promotion on campus and community (especially during OT Month in April through workshops during the school year) and serve as a liason between OUHSC SOTA and OOTA.
Section 12: COMMUNITY SERVICE CHAIRPERSON. The Community Service Chairperson shall be a first, second or third year MOTS. Duties include: formulation and facilitation of a Community Service Committee that will organize and promote SOTA volunteer involvement on campus and in the community.

Section 13: SOCIAL ACTIVITIES CHAIRPERSON. The Social Activities Chairperson shall be a first, second or third year MOTS. Duties include: formulation and facilitation of a Social Activities Committee that will organize formal and informal social events to increase inter-class socialization. This Chairperson will be responsible for directing and overseeing the Student Mentor-Mentee Program and scheduling the Annual spring Formal as per Article IX, Section 2.

Section 14: HISTORIAN. The Historian shall be a first, second or third year MOTS. Duties include: formulation and facilitation of a Historian Committee that will maintain a photo album of all members, as per Article IX, Section 3; conduct projects for historical records; and maintain an up-to-date bulletin board.

Section 15: ASD DELEGATE. The ASD Delegate shall always be a second year MOTS. This officer will be elected by the MOTSs in early December. Duties include: polling all SOTA members prior to the annual AOTA Conference about their advocations and concerns about current issues and proposed Resolutions, attend all Delegate Meetings, join a Task Force and fulfill these responsibilities throughout the year, and relay pertinent information gathered from Conference to all members of SOTA via Delegate Address. It is the responsibility to the ASD Delegate to confer with last year’s ASD Delegate about expectations and further responsibilities. Funding is discussed in Article IX, Section 1.

Section 16: ALTERNATE ASD DELEGATE. This is not an Executive Board position. The Alternate ASD Delegate shall be a second year MOTS. This office will be given to the MOTS 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.

**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 through 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.* All will occur within six weeks within the onset of Fall semester.

B. *ASD Delegate Election.* The ASD Election shall occur in early November. The class will hold an election under the guidelines of Article VI, Sections 3 and 4.
Section 3: RUNNING FOR OFFICE. Any SOTA member in good standing can run for an office of their specified class year as specified under Article V. Within a time period determined by the Executive Board, SOTA members are asked to run for a given office. A list of students is then compiled for each office.

Section 4: BALLOT.
A. Preparation. An elected member of the Executive Board will prepare a ballot with the names of those who wish to run for office.
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 would best suit the office. In order for a motion of inductance to occur, the chosen SOTA member(s) must accept the nomination for office. If more than one individual accepts the nomination, blank ballots with the name of the officer are submitted and 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 as to why they feel they would be an 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 determination as to who receives the office.

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. All candidates’ names will be posted on the OT Bulletin Board and published in the SOTA Newsletter.

Article VII
SOTA Manual

Section 1: LOCATION. The SOTA Manual must be placed in an area where each member can have access to it. This is to be determined by the Executive Board. Its existence and contents must be announced once each semester.

Section 2: CONTENTS. The SOTA Manual will include at least all of the following: a photograph and membership listing of all those on the Executive Board for that year, a copy of the SOTA Bylaws, OOTA and AOTA membership applications, all editions of the SOTA Newsletter, the most recent Reference Handbook for ASD Delegates, and both the pre and post Conference mailers for the AOTA Conference attended.

Section 3: EDITIONS. Additional binders may be needed for future reference. Hence, a series of SOTA Manuals will be formulated.
Article VIII
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, hereinafter referred to as the AOTA. Applications for membership will be distributed on the first Spring General SOTA Meeting. SOTA members having AOTA membership will be highly encouraged to attend each year’s Annual AOTA Conference.

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, hereinafter referred to as the OOTA. Applications for membership will be distributed at the first Fall General SOTA Meeting. SOTA members having OOTA membership will be highly encouraged to attend each year’s Annual OOTA Conference.

Article IX
Specialty Sections

Section 1: FUNDING FOR ASD DELEGATES. It is the responsibility of the Executive Board to attempt to raise enough funds to support a five-night stay for the ASD Delegate and all other SOTA members attending the Annual AOTA Conference.

Section 2: HISTORIAN PHOTO ALBUM. The Historian Photo album will be maintained each year. The Historian Committee will determine the location and contents. Albums must be made available for interclass viewing purposes.

Section 3: SOTA BYLAWS. The SOTA Bylaws shall be distributed to each Executive Board member at the first Executive Board Meeting of the Fall semesters and open for questions at the second Executive Board Meeting for that semester. Each Executive Board member is to retain his or her own personal copy. A copy of the SOTA Bylaws may be placed for public display on the SOTA Bulletin Board for the Membership to read for a period of time determined by the Executive Board.

Article X
Annual Budget

Section 1: ROLE OF THE TREASURER. In addition to Article V, Section 9, the Treasurer will: distribute an updated SOTA Budget Report to all Executive Board Members at each Executive Board Meeting, collaborate with Executive Board members and the Student Government Association to acquire all “Anticipated Funds” of income, and distribute copies of the updated SOTA Budget Report to the Newsletter Editor for the mailing to all MOTSs in good standing who are on fieldwork or have graduated.
Section 2: ALLOCATION OF FUNDS. Each school year, the Executive Board will form an annual SOTA Budget Report. Requiring a two-thirds vote, the Executive Board may: transfer a previously quoted budget amount for any given category to another category; and allocate additional funds required of an event to activity that surpasses its original budget amount.

Section 3: UTILIZATION OF FUNDS. Executive Board members may withdraw funds from their established budget at anytime without collaboration of the Executive Board. The Executive Board member must report to the Treasurer as to what the funds were used for and submit receipts for all purchases.