

**STONY BROOK UNIVERSITY  
SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT  
OCCUPATIONAL THERAPY PROGRAM**

**STUDENT OCCUPATIONAL THERAPY ASSOCIATION BY-LAWS**

**Article 1 – Name**

Section 1. NAME. The organization shall be named the Student Occupational Therapy Association of Stony Brook University

**Article II – Purpose and Noninurement**

Section 1. PURPOSE.

The purpose of the SOTA is twofold: first, to increase both campus and community awareness of the occupational therapy profession, and second, to participate in national issues facing the profession. The latter will be accomplished by sending one student ASD delegate to the AOTA Annual Conference each year.

Section 2. NONINUREMENT.

No part of the earnings of this Association shall inure to the use or benefit of any individual.

**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 professional students in the occupational therapy program at stony brook university
- B. *Membership.* The membership shall be open to either professional students in Stony Brook University's Occupational Therapy program, or graduate/undergraduate students currently enrolled at Stony Brook University who are interested in applying for admission into the occupational therapy program.

## Section 2. QUALIFICATIONS.

- A. *Executive Board.* In order to be eligible for membership, a student must be currently registered with the University's Registrar as an active Stony Brook student, and be enrolled in the Occupational Therapy program
- B. *Membership.* In order to be eligible for membership, a student body member must be enrolled as a student at Stony Brook University.

## Section 3. MEMBERS IN GOOD STANDING.

- A. *Executive Board.* An individual, who meets the qualifications for membership in the appropriate classification, has paid the membership fee of \$5.00, attends all Executive Board meetings, and agrees to uphold the standards and ethics of the SOTA, is a member of good standing.
- B. *Membership.* A member who has paid the membership fee of \$5.00, attends two general SOTA meetings in the fall and spring semesters, and agrees to uphold the standards and ethics of the Association is a member in 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 are entitled to one vote of the Association.
- 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 5, and are entitled to one vote in the election of the officers of the Association.

## **Article IV. Meetings of the Membership of the Association.**

### Section 1. MEETING TIMES.

- A. *Executive Board.* Executive Board meetings will be scheduled prior to the general SOTA meeting and occur at a minimum, two 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 after an Executive Board meeting at a minimum of twice in each Fall semester, thrice in the spring semester and once in the summer semester.

- C. *Committee Meetings.* Committee Meetings specified in Article V must occur at least once during each of the Fall, Spring, and summer semesters. Meeting times must be relayed to the President or Vice-President with two days advance notice.

**Article V. Executive Board Officers**

Section 1. OFFICERS.

The officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Fundraising Chairperson, Community Service Chairperson, Social Activities Chairperson, Historian, ASD Delegate, and three Class Liaisons.

Section 2. ELECTIONS.

Executive Board Officers of the Association shall be elected by individual vote of the Association's voting members by ballot. Election of officers will occur in August, and in December for ASD Delegate.

Section 3. ELIGIBILITY AND QUALIFICATIONS.

In order to be eligible for an Executive Board Office, the member must be qualified and in good standing with SOTA as outlined under Article III, Sections 2 and 3.

Section 4. TERMS OF OFFICE.

Officers shall assume their official duties at the close of the meeting during which they are elected and shall serve for a term of one year or until a successor is elected. No officer may serve more than two consecutive terms in the same office. Serving more than one-half term shall be credited as a full term. Only the ASD Delegate may occupy two Executive Board Offices at the same time.

Section 5. DUTIES.

Each officer shall become familiar with all of the SOTA Bylaws and maintain a personal copy. It is the responsibility of each officer to fully understand their scope and roles within SOTA.

Section 6. PRESIDENT.

The President of SOTA shall be a second or third year OTS. The President shall:

- communicate with the NYSOTA Student Representative, NYSOTA President, NYS Representative to the Representative Assembly, and the ASD Steering Committee;

- coordinate the work of the officers and the committees of the association;
- arrange location and time of meetings;
- guide and call for frequency and duration of Executive Board and General SOTA meetings; and,
- keep a current copy of the association's bylaws.

□ Section 7. VICE-PRESIDENT.

The Vice-President shall be a first or second year OTS. The Vice-President shall:

- collaborate with the President;
- assist with supervising and facilitating actions set forth by the Executive Board;
- guide and call for frequency and duration of Executive Board and General SOTA meeting while in collaboration with the President; and,
- perform the duties of the President in the absence or inability of that officer to act.

**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 a one-time election for all positions with the exception of ASD delegate.

- A. All OTS Executive Board elections will occur within the first 2 weeks of August of the given year. This includes the inductance of the: President, Vice-President, Secretary, Treasurer, Fundraising Chairperson, Social Activity Chairperson, Historian Chairperson, and Advisor.
- B. ASD Delegate Election. The ASD Election shall occur in early December by the second year OTS class. The class will hold an election under the guidelines of Article VI, Section 3 and 4.

### Section 3. RUNNING FOR OFFICE.

Any OTS member in good standing can run for an office 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. *Nominations.* In the event that no SOTA member runs for an office needed for the Executive Board, 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 the 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 ballots will be retained by the Secretary until the end of the meeting after which time shall be destroyed. All candidates' names will be posted on the OT Bulletin Board.

## **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 the current year, a copy of the SOTA Bylaws, minutes of all Executive Board and General Membership meetings, NYSOTA and AOTA membership applications, the most recent AOTA Reference Handbook for ASD Delegates, and both the pre- and post-Conference mailings for the AOTA Conferences 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 Organizations**

### 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 at the first General SOTA Meeting. SOTA members having AOTA membership will be highly encouraged to attend each year's Annual AOTA Conference.

### Section 2. NEW YORK OCCUPATIONAL THERAPY ASSOCIATION.

The SOTA memberships will strive to achieve a high percentage of student membership to the New York Occupational Therapy Association, hereinafter referred to as the NYSOTA. Applications for membership will be distributed at the first General SOTA Meeting. SOTA members having NYSOTA membership will be highly encouraged to attend each year's Annual NYSOTA 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 the stay of 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 location and contents will be determined by the Historian Committee. 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 Meeting. Each Executive Board member is to retain their 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.

#### Section 2. ALLOCATION OF FUNDS.

Each school year, the Executive Board will for an annual SOTA Budget Report. Requiring a two-thirds vote, the Executive Board may: transfer a previously quoted budget amount for any give category to another category; and allocate additional funds required of an event of activity that surpasses its original budget amount.

#### Section 3. UTILIZATION OF FUNDS.

Executive Board members may withdraw funds from their established budget with collaboration of the Executive Board. The Executive Board must report to the Treasurer as to what the funds were used for and submit receipts for all purchases.