

# **SOTA** Bylaws of Loma Linda University

[Adopted 11/21/11—Effective 12/7/11]

## **Article I**

### **Name, Emblems, and Publication**

Section 1. **NAME.** The organization shall be called The Student Occupational Therapy Association of Loma Linda University, hereinafter referred to as SOTA of the Association.

Section 2. **EMBLEMS.** The collective membership emblems of SOTA shall be approved by the executive board and the chair of the occupational therapy department.

Section 3. **PUBLICATION.** The official publication shall be entitled Loma Linda University's Student Occupational Therapy Association Newsletter.

Section 4. **WEBSITE.** The name, address and content of the official website of SOTA shall be determined by the members of SOTA and approved by the faculty advisor.

## **Article II** **Purpose**

Section 1. **PURPOSE.**

A. 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 being involved with the American Occupational Therapy Association.

B. With the purpose of this Association devoted entirely to the advancement of the profession, no part of its earnings shall benefit any individual.

## **Article III** **Members**

Section 1. **MEMBERSHIP.**

A. *Executive Board and Membership.* Executive Board and members shall be pre-professional undergraduate and professional phase graduate students of Loma Linda University who shall be referred to as "occupational therapy students" (OTS).

Section 2. **QUALIFICATIONS.**

A. *Executive Board and Members.* In order to be eligible for membership, an OTS must be (1) currently registered with the Loma Linda University's Registrar's Department and (2) enrolled as either a pre or professional phase occupational therapy student through the School of Allied Health Professions in the Occupational Therapy Program at Loma Linda University.

Section 3. **MEMBERS IN GOOD STANDING.**

A. *Executive Board.* A member in good standing is an individual who meets the qualifications for membership, will attend appropriate Executive Board and General SOTA Meetings and agrees to uphold the standards, ethics and Christian values of the Association and Loma Linda University.

B. *Membership.* A member will attend the mandatory annual general SOTA

meeting in the fall quarter and agrees to uphold the standards, ethics and Christian values of the Association and Loma Linda University.

#### 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 facilitate actions of their respective Committees. Members in good standing may publish articles in the SOTA Newsletter. Board Members 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.

B. *Membership.* Members in good standing have the right to join and participate in the actions of one or more respective Committees. Members in good standing have the right to publish articles in the SOTA Newsletter, which would be approved by the Public Relations Chairperson. Members 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.

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

#### Section 1. MEETING TIMES.

A. *Executive Board.* Executive Board meetings will be scheduled once per month; while courses are in session.

B. *General SOTA Membership Meeting.* The General SOTA Membership Meeting will be scheduled once per year at the beginning of the Fall quarter at the

discretion of the prior year's Executive Board.

C. *Committee.* Committee Meetings must occur at least once during each quarter. Meeting times must be relayed to the President or Vice-President prior to the meeting.

#### Section 2. CALL FOR MEETINGS.

A. *Executive Board.* Executive Board Meetings may be called anytime by the (1) President, (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, (2) Vice-President or (3) two-thirds vote by the Student Body with five days notice.

C. *Committee.* Committee meetings can be called anytime by the (1) Committee Chairperson, (2) President, or (3) Vice-President. 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.

#### Section 3. ATTENDANCE

A. *Executive Board.* Any member of SOTA in good standing may attend an 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. Student Body members are required to attend the annual general

## SOTA Meetings

*C. Committee Meetings.* Attendance is mandatory for all Committee members.

### Section 4. ABSENCES.

*A. Executive Board.* Absences are only excused if a representative is present to give a report. Absence from more than two meetings per year will render Board position open for re-election.

*B. General SOTA Membership Meeting.* Absence from the General SOTA Membership Meeting will disqualify OTS from nomination for Executive Board positions.

*C. Committee Members.* Absences will require OTS to meet with Committee Chair to discuss missed information and receive task delegations.

### Section 4. VOTING.

*A. Voting.* At any meeting, all voting shall be done in person or in the case of an emergency meeting voting may be done through email, 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.

*B. Procedure.* All voting members shall cast votes with eyes closed.

## **Article V Executive Board Officers**

Section 1. OFFICERS. The officers of the Association shall be the President, Vice-President, Secretary, Treasurer (2), Fundraising Chairperson (2), Public Relations Chairperson (2), Community Service Chairperson (2), Social Activities Chairperson (2), Historian (2), ASD Delegate, Class Liaisons, Professional Development Chairperson, and the Chaplain.

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 online ballot. In order to ensure continuity of leadership experience, elections of officers will occur (1) at the start of the Fall quarter (2) after The General SOTA Meeting within the following week.

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 4. TERMS OF OFFICE. No officer may serve on the Executive Board after the start of the Graduate Year. Officers may only occupy one Executive Board Offices with the exception of the Chaplain position.

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 Senior OTS who has previously served on the Executive Board during their Junior year. Roles include: facilitation of actions of all Executive Board officers, directing and overseeing the Student Mentor-Mentee Program and communication with the Occupational Therapy Department Chair and SOTA Faculty Advisor. The President guides and calls for frequency and duration of Executive Board and General SOTA Meetings.

Section 7. **VICE-PRESIDENT.** The Vice-President shall be a Junior or Senior OTS. Roles include: collaboration with the President, 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 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.** Roles include: recording of minutes given at the Executive Board and General Student Body Meetings, coordinating location and timing of meetings with the Occupational Therapy Administrative Assistants, keep up to date contact information of the Executive Board members, and compilation of Officer Applications.

Section 9. **TREASURER.** The Treasurer shall be a Junior or Senior OTS. Duties include: maintaining financial records and receipts, collection and depositing of acquired funds into the SOTA account at Loma Linda University. Additional

duties are outlined in Article X.

Section 10. **FUNDRAISING CHAIRPERSON.** The Fundraising Position should be co-chaired by both a Junior OTS and a Senior OTS. Duties include: formulation and facilitation of a Fundraising Committee that will (1) plan and conduct fundraising events within the rules and regulations of SOTA and Loma Linda University, and (2) store and maintain inventory of all fundraising resources.

Section 11. **PUBLIC RELATIONS CHAIRPERSON.** The Public Relations Position is co-chaired. 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 SOTA newsletter. It will also be the responsibility of this Committee to update the official SOTA Website as needed.

Section 12. **COMMUNITY SERVICE CHAIRPERSON.** The Community Service Position is co-chaired. 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.** Duties include: formulation and facilitation of a Social Activities Committee that will organize formal and informal social events to increase inter-class socialization.

Section 14. **HISTORIAN.** The Historian Position is a co-chaired position held by

both a Junior OTS and a Senior OTS. Duties include: formulation and facilitation of a Historian Committee, manage the Loma Linda University SOTA ShutterFly account, conduct projects for historical records, and maintain an up-to-date bulletin board.

Section 15. ASD DELEGATE. The ASD Delegate position is co-chaired by both a Junior OTS and a Senior OTS. Duties include: polling all SOTA members prior to the annual AOTA Conference about their advocations and concerns about current issues and proposed Resolutions, maintain communication with ASD Steering Committee, and relay all pertinent information gathered from Conference to all members of SOTA via Delegate Address. It is the responsibility of the ASD Delegate to confer with last year's ASD Delegate about expectations and further responsibilities. Funding is discussed in Article II, Section 1.

Section 16. CLASS LIAISON. There shall be up to three Class Liaisons, one per each class. Duties include: communication and collaboration between the other liaison(s) and acts as a intermediary between membership and faculty/administration of the Loma Linda University Occupational Therapy Program. Each Liaison will communicate with the Vice President when issues arise.

Section 17. PROFESSIONAL DEVELOPMENT CLASS REPRESENTATIVE. Duties include: serves as a liaison between health care community professionals and the Occupational Therapy Student Body and encourages professional appearance and conduct in any setting while representing

Loma Linda University.

Section 18. CHAPLAIN. Duties include: facilitate spiritual growth and well being through activities of a spiritual nature, organize events within Loma Linda University regarding spirituality, provide spiritual and emotional support to the Occupational Therapy Department, open meetings with prayer, and coordinate Prayer Box Program.

## **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 electronic ballots.

Section 2. TIMING OF ELECTIONS. To ensure continuity of Executive Board offices elections will take place in the beginning of Fall Quarter, one week post the general SOTA meeting.

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. The President is required to have served on the Executive Board in the previous year. 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. *Nominations.* Those seeking to hold an executive board position will have the opportunity to nominate themselves

during the annual general Fall quarter meeting. In the event that no SOTA member runs for an office needed for their respective class, a motion for nomination occurs. 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 nomination

to occur, the chosen SOTA member(s) must accept the nomination for office.

*B. Opportunity for Self-Promotion.* Each nominee will receive an email with an attached application that needs to be filled and submitted to the secretary within two days of being nominated at general Fall quarter meeting. All of the applications will be compiled by the secretary and sent out to the student body via Loma Linda University student email by the fourth day following the general Fall quarter meeting.

*C. Voting for Candidate.* Each SOTA member will vote via online voting ballot for one candidate, except the President, who will not vote as per Article VI, Section 4, Part E.

*D. 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 via Loma Linda University student email within 7 days post general Fall quarter meeting. All candidates' names will be posted on the OT Bulletin Board and published in the SOTA Newsletter.

## **Article VII SOTA Webpage**

Section 1. LOCATION. A link for the SOTA Webpage will be found on the Loma Linda University Website through the Occupational Therapy Department page.

Section 2. CONTENTS. The SOTA Webpage will include at least all of the following: a membership listing of all those on the Executive Board for that year, a copy of the SOTA Bylaws, OTAC and AOTA membership applications, all editions of the SOTA Newsletter, the most recent Reference Handbook for ASD Delegates, Executive Board meeting minutes, and the SOTA activities calendar.

## **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. SOTA members having AOTA membership will be highly encouraged to attend each year's Annual AOTA Conference.

## **Article IX Specialty Sections**

Section 1. FUNDING FOR ASD DELEGATES. It is the responsibility of the ASD Delegate to apply and receive the AOTA and/or AOTA Student Conclave conference entry fee offered

through the SOTA. It is the responsibility of the Executive Board to attempt to raise enough funds to support their entry fee.

**Section 2. SHUTTERFLY ACCOUNT.**  
The ShutterFly account will adhere to Loma Linda University standards, SOTA values, and the specified guidelines outlined by the Historian Chairpersons. The Historian Digital Photo album will be maintained each year. Albums must be made available for interclass viewing purposes.

**Section 3. SOTA BYLAWS.** The SOTA Bylaws shall be available via SOTA webpage/email to each Executive Board member at the First Executive Board Meeting and be open for questions and amendments. 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. ALLOCATION OF FUNDS.**  
All funds coming in through SOTA events will be put into the collective fund and then voted on by the Executive Board for the distribution amongst the three classes and future events. Any action pertaining to funds requires a two-thirds vote. Each school year, the Executive Board will form an annual SOTA Budget Report.

**Section 2. UTILIZATION OF FUNDS.**  
Any funds received through SOTA events must be collected and reported to the Treasurer within 48 hours. The

Executive Board member must report to the Treasurer as to what the funds were used for and submit receipts for all purchases.

Loma Linda University SOTA Bylaws were originally written by Charla Banks (2011-2012 President), Tsai-Yen Lin (2011-2012 ASD Delegate & Chaplain), Bailey Montes (20-11-2012 ASD Delegate), & Elizabeth Watanabe (2011-

2012 Fundraising Chair).