Constitution of the Student Occupational Therapy Association of Tomball College

Article I. Name and Purpose

Section 1. The name of this organization shall be Student Occupational Therapy Association.

Section 2. The mission statement:
   A. The mission of the student occupational therapy association is to provide camaraderie between the Level I and Level II Occupational Therapy Assistant students along with increasing the awareness of occupational therapy both on campus as well as within the local community.
   B. It is the mission of the Tomball College Occupational therapy Assistant (OTA Program to provide technical education and skills, which are responsive to the needs of the health care community and to the professional employment needs in the North Harris Montgomery Community College District service area. The program values the development of the student as a person while attending to the student’s technical skill, knowledge base and professional development. The OTA program is dynamic and responsive to a changing community and student needs. Thus, the program faculty and administration will remain cognizant of changes in health care delivery systems and will collaborate with the occupational therapy profession and the OTA Advisory Committee to provide the program with information and recommendations for maintaining a contemporary OTA program.

Section 3. The purpose of the organization shall be to offer OTA students a student forum for discussion and fellowship which will enhance the OTA program by providing a better insight into occupational therapy as a whole. The goals are as follows:
   • To increase the awareness of Occupational Therapy both on the Tomball College campus as well as within the community to help others gain a better insight into the purpose of Occupational Therapy.
   • To help support SOTA members in their ability to attend local, state and national organizational meetings.
   • To help support SOTA members as they attend study groups and sit for the National Certification Examination.
   • To increase the knowledge base of the SOTA members with regard to future fieldwork placements and experiences.
   • To have positive interactions with both the first year and second year OTA students to discuss problems, thoughts, ideas that each have and to share outcomes.
   • To establish leadership skills to assist with future COTA job placements after graduation.

Section 4. The SOTA shall be organized and operated in such a manner as to uphold the standards of the SOTA program. Nothing in the Constitution shall be interpreted in such
a way as to be in conflict with the mission statement of the OTA program as defined above in Section 2.

**Article II. Officers**

**Section 1.** The elected officers of the SOTA shall be as follows: President, Vice President, Secretary-Treasurer, and Activity Director. These officers shall constitute the executive council, which is responsible for general planning and administrative duties for the SOTA.

**Section 2.** Duties of Officers:

A. The President shall be the chief administrative officer of the Student Occupational Therapy Association (SOTA) and shall preside at all regular and special meetings, coordinate and preside over all activities, approve the appointment of any necessary committees, serve as an ex officio member of all committees, present business to the organization, develop goals for the SOTA with the aid of the sponsor, develop and distribute agenda for meetings, install new officers, order and present any special awards, approve all public notices for SOTA, mentor new OTA students, recruit new OTA students in area high schools, and shall perform all duties normally associated with the office of President.

B. The Vice President shall perform all duties of the president in the event of the President’s absence, assist the President in performing and implementing all SOTA goals, mentor new OTA students, recruit new OTA students in area high schools, take charge of special projects as assigned by the President or executive council.

C. The Secretary shall be in charge of taking minutes for all meetings, receive and care for all the money and property of SOTA, pay all bills on order of the executive council, responsible for petty cash fund and keeping books current and presentable on demand, calculating votes in any election, maintaining a file of all SOTA correspondence, maintaining a record of all current OTA students and alumni, assist the President in implementing all SOTA goals, take roll at all meetings, maintain and provide records of meetings at the request of the executive council or sponsor, mentor new OTA students, recruit new OTA students in area high schools, take charge of special projects as assigned by the President or executive council, and perform other duties normally associated with the office of Secretary-Treasurer.

D. The Activity Director shall be in charge of planning, publicizing, and implementing social events, activities and projects, maintaining a yearbook with photographic records of events, assist the President in implementing all SOTA goals, mentor new OTA students, recruit new OTA students in area high schools, take charge of special projects as assigned by the President or
executive council, and perform other duties normally associated with the office of Activity Director.

Section 3. Officers are expected to conduct themselves so that their actions do not reflect negatively on the Student Occupational Therapy Association, the Occupational Therapy Assistant Program at Tomball College, Tomball College, or Occupational Therapy. Officers are expected to maintain a high standard of integrity, which includes the qualities of honesty, good character, and confidentiality. Officers will perform all of their duties as defined for their respective offices by the SOTA Constitution. Failure to meet these expectations can result in immediate removal of an officer by the executive council or sponsor.

Section 4. Election of Officers

A. All SOTA members may nominate candidates for the offices of President, Vice President, Secretary-Treasurer, and Activity Director. Further nominations for these offices shall be taken from the floor at the time of the election. Nominees must be active SOTA members as defined in Article IV section 2.

B. All officers for the forthcoming academic year shall be elected at the last regular meeting in the Fall semester and shall assume their respective duties immediately following their installation. The officers shall serve for one year or until their successors are installed.

C. A majority vote of current and veteran SOTA members shall elect any officer. A three-fourths vote of a quorum shall be necessary to remove an officer should he or she not be performing the duties of the office in a manner deemed satisfactory by the SOTA of a majority vote of the executive council and sponsor.

D. In case an office becomes vacant, a successor to that office shall be nominated in the manner outlined above in Section 3. A, and shall be elected as outlined above in Section 3. c, at the first regular meeting or special meeting following the resignation or removal.

Section 5. The order of secession of officers shall be: President, Vice President, Secretary-Treasurer, and Activity Director.

Article III. Sponsor

Section 1. The sponsor of the SOTA shall be the Chair of the SOTA. The sponsor shall work with the executive council in coordinating SOTA programs and shall help the SOTA in achieving its objectives.

Section 2. The sponsor shall be responsible for the guidance and approval of SOTA activities, shall act as a liaison between the SOTA, the TC Office of Student Affairs, the American Student Committee of the Occupational Therapy Association, the Texas Occupational Therapy Association, and shall be an ex officio member of the SOTA
executive council. The sponsor shall oversee the maintaining of the SOTA yearbook, finances for the purpose of audit, and annual reports.

**Article IV. Membership**

**Section 1.** SOTA shall consist of current Occupational Therapy Assistant Students.

**Section 2.** Current members shall be those Tomball College students who are currently enrolled in the OTA program.

**Section 3.** Current members shall be in good standing with payment of dues.

**Article V. Meetings**

**Section 1.** SOTA shall have regularly scheduled meetings, the dates which shall be announced at a prior regular meeting, and will be scheduled with the college office responsible for student activities. Public notice of said meeting will then be posted.

**Section 2.** Special meetings may be called by the SOTA President, executive council or sponsor.

**Article VI. Quorum**

**Section 1.** Three current members and two members of the executive council at a regular or called meeting shall constitute a quorum.

**Section 2.** Motions and resolutions require a majority vote for approval, a quorum being present, unless otherwise stipulated by this constitution.

**Article VII. Amendments**

**Section 1.** Amendments to this Constitution shall require a two-thirds majority vote of the quorum at the regular or called meeting of the SOTA.

**Section 2.** No amendment can be adopted which is contrary to the mission statement of the OTA Program or to the policies of Tomball College or NHMCCD and must be reviewed by the sponsor before adoption.

**Article VIII Ratification**

**Section 1.** This constitution shall become effective immediately upon its approval by a simple majority vote of current members at a regular or called meeting of SOTA.