

**Constitution and Bylaws of the Student Occupational Therapy Assistant Club
(or Club SOTA)
A Recognized Organization of Mott Community College**

Preamble:

We the members of the Student Occupational Therapy Assistant Club, in order to form an organization beneficial to community and college, do ordain and establish this constitution for the Student Occupational Therapy Assistant Club

Article I: Name

Section (1) This Organization shall be known as the Student Occupational Therapy Assistant Club or Club SOTA.

Article II: Purpose

Section (1) To encourage and promote awareness of the field of Occupational Therapy within the college and the community.

Article III: Membership

Section (1) This organization's membership shall be open to any occupational therapy assistant student or any student interested in the field of occupational therapy enrolled at Mott Community College or any other interested persons.

Article IV: Officers and Duties

Section (1) The Student Occupational Therapy Assistant Club shall have as officers a President, Vice-President, Secretary, and Treasurer.

Section (2) The duties of the officers are as follows:

President:

- a. Presides and enforces order at all meetings
- b. Calls special meeting with the consent of the members
- c. Serve in an Advisory Capacity as Past-President when current term expires
- d. Usually is a second year OTA program student (but not necessarily).

Vice President:

- a. Presides at all meeting in the absence of the president
- b. Shall be an ex-officio member of all committees
- c. Usually is a first year OTA program student (but not necessarily).

Secretary:

- a. Handles correspondence and keeps accurate minutes of all business meetings.

Treasurer:

- a. Handles finances and keeps an accurate record of all financial matters.

Section (3) All officers shall be an ex-officio member of the executive committee.

Article V: Elections and Voting

Section (1) Any member present at the meeting may vote.

Section (2) A special election may be called by the president with one weeks advance notice, and consent of the members.

Section (3) Election of offices shall occur on a yearly basis. The President, Vice-President, Secretary and Treasurer will be elected during the first meeting of the fall semester.

Article VI: Meetings

Section (1) Regular meetings shall be scheduled with the consent of the voting members.

Section (2) There shall be at least one regular meeting held every calendar month of the school year.

Article VII: Amendments

Section (1) No amendment shall be made to this constitution except at regular meetings.

Section (2) Amendments of this constitution must be ratified by a two-thirds (2/3) majority of all voting members.

Article VIII: Committees

Section (1) The following standing committee shall be provided and maintained during the entire school year.

Executive Committee – Whose duties shall include the enforcement and interpretation of this constitution.

Section (2) All committees shall be approved by the members of the Executive Committee with the advice and consent of the elected officers.

Article IX: Quorum

Section (1) A quorum shall constitute a simple majority of the voting members.

Article X: Recall

Section (1) The electors reserve for themselves the right to recall any or all of the officers with a two-thirds (2/3) majority of the entire voting membership. The recall election must be in secret ballot.