



Student Occupational Therapy Association
Bylaws of Colorado Mesa University

Student Occupational Therapy Association Bylaws—Colorado Mesa University

[Effective 1/17/2025]

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Article I Association Name

Name, Emblems and Publications

Section 1. NAME

The organization shall be called Student Occupational Therapy Association, hereinafter referred to as SOTA.

Section 2. EMBLEMS

The collective membership of SOTA shall be approved by the Executive Board. Any emblems, logos, or trademarks used by SOTA must also be approved by the Executive Board.

Article II Purpose of Association

Purpose and Noninurement

Section 1. PURPOSE

The purpose of SOTA is to:

- Promote collaboration and networking among students and faculty across disciplines within the Colorado Mesa University (CMU) community.
- Provide opportunities for students to develop leadership, professional, and ethical skills relevant to the field of Occupational Therapy (OT).
- Support community engagement through service, advocacy, and educational outreach.

Section 2. NONINUREMENT

SOTA is a non-profit organization. No part of the earnings or assets of the organization shall inure to the benefit of any individual member, officer, or related party, in accordance with its focus on advancing healthcare professions.

Article III Membership

MEMBERS

Section 1. MEMBERSHIP CLASSES

The membership of the Association shall consist of two classes:

A. Executive Board. Executive Board members shall be (1) students of Colorado Mesa University Occupational Therapy Program including positions (President, Vice President, Secretary, Treasurer)

B. Membership. (1) ALL students currently enrolled at Colorado Mesa University Occupational Therapy Program.

Section 2. QUALIFICATIONS.

A. Executive Board: Executive Board members should be (1) in good academic standing with the university and (2) demonstrate ethical behavior in accordance with the guidelines of SOTA..

B. Membership: All members must be enrolled as a graduate student of Colorado Mesa University Occupational Therapy.

Section 3. MEMBERS IN GOOD STANDING

A. Executive Board: An individual, who meets the qualifications for membership in the appropriate classification, attends 85% Executive Board and General Meetings, and agrees to uphold the standards and ethics of the Association is a member of good standing.

B. Membership: To be in good standing, general members must attend at least 75% of monthly SOTA meetings and adhere to the organization's ethical standards.

Section 4. INCOMING COHORT

A. Orientation: Current SOTA members shall provide guidance and mentorship to the incoming cohort, ensuring they understand their roles and responsibilities within the organization during the Spring semester.

B. Convocation Responsibilities: The incoming cohort will be responsible for assisting in the setup, execution, and cleanup of the Convocation event each May, ensuring a smooth transition for the graduating class.

Section 5. RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING.

A. Executive Board: Executive Board members in good standing have the right to vote on organizational matters, propose initiatives, and direct the actions of committees. They also represent SOTA in official capacity, including with faculty and external organizations.

B. Membership: Members in good standing are eligible to participate in all committees, events, and initiatives organized by SOTA.

Article IV Meetings

Meetings of the Membership of the Association

Section 1. MEETING TIMES.

A. Executive Board Meetings: Executive Board meetings will occur at least once per month, and will be scheduled one or two weeks prior to general membership meetings.

B. General Membership Meetings: These meetings will be held monthly, with the schedule to be determined by the Executive Board.

C. Committee Meetings: Committee meetings must be scheduled at least once per month, with absences requiring advance notice to the President or Vice-President.

Section 2. CALL FOR MEETINGS

A. Executive Board Meetings: The President or Vice-President can call for an Executive Board meeting at any time, provided members receive at least one week's notice.

B. General Membership Meetings: The President, Vice-President, or a majority vote from the general membership can call for a meeting, with at least one week's notice.

C. Committee Meetings: Committee meetings can be called by the Committee Chairperson, President, or Vice-President as needed.

Section 3. ATTENDANCE

A. Executive Board: All Executive Board members are required to attend all scheduled meetings. Absences may be excused with advance notice. The Secretary will record attendance at each meeting.

B. Membership Meetings: Attendance is mandatory for all members of SOTA. Absences may be excused only if a representative is sent in the member's place, and prior notice is given. The Secretary will record attendance.

C. Committee Meetings: Attendance is required for all committee members. Absences should be reported to a member of the Executive Board in advance.

Section 4. VOTING.

All voting will be conducted in person, and each member in good standing is entitled to one vote. A majority vote (50% +1) is required to adopt an amendment to the bylaws. To overturn a previously existing amendment, a two-thirds (2/3) majority vote is required. Voting results will be recorded by the Secretary.

Article V Officers and Committee Positions

Executive Board Officers and Duties

Section 1. OFFICERS

The officers of SOTA shall be the President, Vice-President, Secretary, and Treasurer. These officers shall form the Executive Board.

Section 2. ELECTIONS

Executive Board officers will be elected annually by majority vote by members of the incoming cohort during the third week of the Spring semester. Elections will be held by ballot.

Section 3. ELIGIBILITY AND QUALIFICATIONS

To be eligible for an Executive Board office, a member must be in good standing, able to attend 85% of SOTA meetings for the upcoming semester and demonstrate an ability to uphold the ethical and professional standards of the organization.

Section 4. DUTIES

Each officer will be responsible for understanding the bylaws and ensuring their actions align with SOTA's purpose and goals. Officers must actively contribute to fulfilling the goals of the organization and report on their respective areas of responsibility at meetings.

A. President: The President will preside over all meetings, guide the Executive Board, serve as the primary liaison between SOTA, faculty, Pre-OT club, CMU's student government, and represent SOTA at official events.

B. Vice-President: The Vice-President will assist the President in their duties and assume the President's responsibilities in their absence. The Vice-President will also oversee the planning of Convocation and other major events.

C. Secretary: The Secretary will be responsible for maintaining accurate records of all meetings (minutes, attendance) and communicating relevant information to the members, including distributing meeting agendas and announcements.

D. Treasurer: The Treasurer will manage SOTA's finances, including maintaining accurate financial records, collecting dues, and providing regular financial reports to the Executive Board

and membership. The Treasurer will also oversee all fundraisers and purchases made on behalf of the organization.

Section 5. COMMITTEES AND CHAIRS

Committees shall be established to address specific tasks within the organization, such as fundraising, community service, professional development, and social activities. Committee Chairs will be responsible for organizing and leading the work of their respective committees and reporting on its progress at regular meetings.

Liaison Positions and Duties

Section 1: AOTA Representative

Duties: The AOTA Representative is responsible for attending the annual conference and raising funds for expenses related to the conference. They will serve as the liaison between the Colorado Mesa University Occupational Therapy Program and the Assembly of Student Delegates (ASD) with the American Occupational Therapy Association (AOTA). The AOTA Representative will provide regular updates to the Student Occupational Therapy Association (SOTA) regarding AOTA events, initiatives, and developments, as well as updates from the Assembly of Student Delegates (ASD)

Section 2: OTAC Representative

The OTAC Representative is responsible for attending the annual conference hosted by the Occupational Therapy Association of Colorado (OTAC) and raising funds for the expenses

associated with attending. The OTAC Representative will attend OTAC board meetings and report back to SOTA about the conference and other relevant updates.

Committee and Chairperson Duties

Section 1: Fundraising Committee

A: Purpose: The Fundraising Committee will be responsible for organizing and coordinating events aimed at raising funds for SOTA's activities and initiatives.

B: Roles and Responsibilities:

- Develop and execute fundraising campaigns and events.
- Recruit volunteers and encourage participation from SOTA members.
- Track funds raised and report back to the Executive Board on fundraising progress.

Section 2: Service Committee

A: Purpose: The Service Committee will focus on coordinating community service opportunities for SOTA members.

B: Roles and Responsibilities:

- Organize and promote community service events that engage members with local or national causes.
- Ensure that service events align with the mission and values of SOTA and the Occupational Therapy profession.
- Maintain records of service activities

Section 3: Professional Development Committee

A: Purpose: The Professional Development Committee will provide opportunities for members to engage in learning, networking, and skill-building events.

B: Roles and Responsibilities:

- Plan and organize workshops, webinars, and networking events.
- Develop partnerships with professionals in the field to enhance learning opportunities.
- Ensure that members are informed about relevant conferences, certification opportunities, and job prospects in the field.

Section 4: Social Media Committee

A: Purpose: The Social Media Committee will manage and maintain SOTA's presence on various social media platforms.

B: Roles and Responsibilities:

- Create and post engaging content that reflects the values and events of SOTA.
- Interact with members and the wider community via social media channels.
- Maintain a consistent and professional online presence that aligns with the mission of SOTA.

Section 5: Marketing Committee

A: Purpose: The Marketing Committee will be responsible for promoting SOTA's events, initiatives, and opportunities through various marketing channels.

B: Roles and Responsibilities:

- Design promotional materials such as flyers, newsletters, and social media graphics.
- Create and implement marketing strategies to increase visibility for SOTA events and initiatives.
- Collaborate with other committees to ensure effective promotion of all SOTA activities

Section 6: Social Activities Committee

A: Purpose: The Social Activities Committee will organize and facilitate social and recreational events for SOTA members.

B: Roles and Responsibilities:

- Plan and execute social gatherings, networking events, and team-building activities for members.
- Foster a sense of community within the group through informal, enjoyable events.
- Ensure that social activities promote inclusivity and encourage networking among members.

Article VI Elections

Nominations and Elections

Elections will be held once a year for the entering OT cohort.

Section 1. ELECTION PROCEDURE

Executive Board officers will be elected by the general membership through a majority vote.

Nominations will be open to all members in good standing.

Section 2. ELECTION TIMING

Elections will take place annually, during the third week of the Spring semester.

Section 3. RUNNING FOR OFFICE

Any member in good standing is eligible to run for an Executive Board position. Candidates must submit their names and a brief statement of interest prior to elections.

Section 4. VOTING PROCEDURES

A. Ballots: Ballots will be prepared by the Executive Board.

B. Nominations: If no candidates run for a position, a nomination process will occur at the meeting prior to elections.

C. Self-Promotion: Candidates will be allowed to present a 1-2 minute self-promotion before voting.

D. Tie Votes: If there is a tie, a revote will be conducted, overseen by the faculty advisor.

E. Announcement: The results will be announced at the next meeting, and ballots will be destroyed by the Secretary.

Article VII Association Funds

Section 1. ROLE OF THE TREASURER

The Treasurer will provide regular budget updates and financial reports to the Executive Board and general membership.

Section 2. UTILIZATION OF FUNDS

Executive Board members may withdraw funds from their established budget at any time with the collaboration of the Executive Board. The Executive Board members must report to the

Treasurer as to what the funds were used for and submit receipts for all purchases. The Treasurer is responsible for maintaining a balance minimum of \$300 for the following cohort.

Section 3. MEMBER DUES

The treasurer will collect \$10 from each Student of the Colorado Mesa University Occupational Therapy Program in Spring and Fall semesters.

Section 4. EXPECTED EXPENSES

SOTA money should be allocated for the following events: Convocation, AOTA Student Representative- conference expenses, OTAC Student Representative- conference expenses, Fundraising Events, and maintain a balance minimum of \$300 for the following cohort.

Article VIII Convocation

Section 1. PURPOSE OF CONVOCATION

Convocation is an annual event for SOTA members, family, friends, and faculty to come together to celebrate the achievements of the Cohort leaving for Level II Fieldwork.

Section 2. PLANNING AND EXECUTION

The incoming cohort shall be responsible for planning, organizing, and executing the Convocation event for their cohort. This includes budget planning, scheduling, and event logistics.

Article IX Peer Mentoring Program

Section 1. Purpose

The Peer Mentoring Program aims to support the personal and professional development of students in the Occupational Therapy program by pairing experienced students (mentors) with newer students (mentees).

Section 2. Responsibilities

Mentors and mentees will opt in to this program and are not required to be involved. Mentors' responsibilities include providing guidance to the incoming cohort. Mentors should share contact information and are encouraged to sit with each other at SOTA meetings.

Section 3. Process

Mentors and mentees will be paired up during the first SOTA meeting in the Spring. A 2nd year member will volunteer or be nominated to pair up mentors and mentees for those who have opted to participate in the program.

Article X Amendments and Bylaw Revisions

Section 1. Proposing Amendments

Any member may propose an amendment in writing to the Executive Board. Proposed amendments must be approved by the Executive Board before being presented to the general membership.

Section 2. Approval of Amendments

Amendments will be discussed at a General Membership meeting. A two-thirds majority vote of members present is required for approval.

Section 3. Bylaw Review

The Executive Board will review the bylaws every two years or as necessary to reflect changes in policies or practices. Any amendments must follow the process outlined above.

Section 4. COMMUNICATION OF REVISIONS

Once revisions are approved, the Secretary will update the bylaws and distribute them to all members.

SOTA Bylaws were originally written by The Executive Board of 2024