

Occupational Therapy Club

September 21st, 2010

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Occupational Therapy Club for the purpose of providing observation and exposure opportunities into the field of Occupational Therapy for prospective Occupational Therapy Students.

Articles

I: The organization shall be known as the Occupational Therapy Club.

II: Objective of the Occupational Therapy Club: The objective of this organization is for prospective Occupational Therapy students to meet and share experiences, thoughts, and ideas pertaining to the field of Occupational therapy. The students will also pool together observation and/or volunteering opportunities so that the members of this group are given opportunities to be exposed to various Occupational Therapy services. This approach is intended to help students see Occupational Therapy in ways they haven't before and perhaps even aid in planning potential focus areas for their future career.

III. Affiliation with any other group: The Occupational Therapy club has a developing relationship with the Thomas Jefferson University Occupational Therapy department. Roughly fifteen members of the group are in an Occupational Therapy program affiliated with Thomas Jefferson University. Furthermore, a representative from Thomas Jefferson has agreed to meet with the group various times and help find and provide opportunities to pursue the students' career in Occupational Therapy.

IV. Qualification/Criteria for selecting membership: In order to be a member of the Occupational Therapy Club, the individual must be a full time, matriculated undergraduate student of the University of Delaware who agrees with the purpose and object of this group. All members should have an invested interest in pursuing Occupational Therapy as their career.

V. Non-Discrimination Clause: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. Duties and privileges of membership: As a member of the Occupational Therapy Club, individuals are expected to attend the majority, if not all, of the meetings. It is also encouraged that the members engages in as many volunteering opportunities possible to aid in the goal of exposing the club's members to the logistics of Occupational Therapy. There group requires no dues. However, if finances arise, it is the club's responsibility to devise plans to raise the money necessary.

VII. Non-voting or representing membership: Part time, graduate students, alumni, community, or any other honorary members are welcome to share their insight towards Occupational Therapy with the group. They are also welcome to help establish relationships that aid in volunteering and observation opportunities. However, they are not allowed to hold any responsibility in the voting of executive members.

VIII. Absence Policies: Penalties for lack of attendance to events or meetings are minimal. As long as the individual remains aware of what the group is doing or discussing, they still hold valid membership. However, it is strongly encouraged for individuals to attend all possible events as it increases the effectiveness of the club. If an individual misses a meeting, it is their responsibility to find out what they missed in that meeting.

IX. Policies and Procedures for Disciplining/Removing members: If a member of the group is unnecessarily disruptive, disrespectful, or out of line towards any other members of the club, they will be asked to stop participating in the group. Also, if an individual attends no meetings or events and, furthermore, fails to stay updated with the standings of the group, executive members hold no obligation to include them in all mailing lists or keep them updated.

X. Qualifications for Officers: All officers must be a full time matriculated undergraduate student at the University of Delaware with a minimum GPA of 2.25. Any potential officer must be able to complete a full academic calendar in that executive position.

XI. Officers

Section 1: President: This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The president should be an individual who has already served on the executive board for at least a year (this policy will be most feasible beginning in year #3 of the program).

Section 2: Treasurer: The treasurer shall be responsible for all group expenditures and revenues. The treasurer shall write all checks and have all checks signed by the Activities and

Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

Section 3: Vice President: The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

Section 4: Secretary: The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

XII. Election of Officers: Elections should be held at the end of every spring semester to ensure that the members will hold positions for a full academic calendar. They should be held at a time that allows for old officers to help new officers transition into the positions. Elections will entail members (the full time undergraduate students) nominating their choices for each respective position. The nominees will then be presented and the members will vote through an anonymous ballot. Individuals are allowed to nominate themselves, but are encouraged not to vote for themselves. In the event of a tie, if no happy medium can be met by discussion, the old and executive officers will cast anonymous ballots representatives of their votes for that particular position. If elected, you are only entitled to that full academic calendar, and are subject to being out-voted the next year.

Section 1: Procedure for Disciplining/Removal of officers: If officers fail to fulfill their duties or express disorderly conduct, members of the group are allowed to confidentially express their concern to other executive members or to the student advisors. The executive members then meet and discuss the conduct of the given individual and, if necessary, ask that individual to step down. If the individual resists, members will then be asked to cast anonymous ballots as to whether or not they would like the individual impeached. If applicable, the individual is entitled to a fair hearing and has the right to file an appeal. The situation will be handled by other executive members as they find necessary. The vacant position will be filled as it is in a regular election with the understanding that the position will only be held until the end of the academic calendar until regular elections are held.

Section 2: Resignations: Executive members are entitled to step down from their position. In this event, the individual must maintain their responsibilities until the next meeting is held and an election for that given spot is able to take place. This position will be filled by the same standard

election process with the understanding that the position is only held until the regularly scheduled elections at the end of the spring.

Section 3: Officer Transition: Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. Training will be accomplished through at least one meeting between existing executive members with up and coming executive members. Furthermore, individuals will shadow their respective positions for the last three weeks. For example, any affairs the treasurer tends to for the last three week will be a joint effort between the old and new treasurer. Existing members are encouraged to share all necessary knowledge and regulations essential for the up and coming officer to successfully start their responsibilities.

XIII. Meetings: The group as a whole will meet one to two times a month. Executive members are to meet at least twice a month and a meeting of some sort with the student advisor should be held once a month. Meetings will be called as necessary through email.

XV. By-Laws - The organization shall establish by-laws to carry out the policies set forth in this constitution. A majority vote of the executive boards will be required to approve by-laws or changes in existing by-laws. 2/3 vote or simple majority of either the executive board or entire organization

XVI. Procedures for decision-making - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVIII. Selection of an Advisor --The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. Please describe how the advisor will be chosen and what duties they will have (i.e. attending meetings, events, offering advice, etc). Please note that the student organization has the right to change their advisor at any time.

XIX. Disbursal of organizational assets should the group become defunct

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. Define a quorum - The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made is 10, including executive members.

XXI. Rules for ratifying the constitution: Approval of changes to the constitution requires a majority vote of the entire organization, and approval by the Activities and Programs Office.

XXII. Rules for amending the constitution: Adding articles/sections to the constitution requires a 2/3 vote of the entire membership, and advance notice to all members of the proposed change.

