

Constitution of Occupational Therapy Club at Indiana University

Preamble The Indiana University Occupational Therapy Club's goals are to:

- 1) To provide information needed when it comes to skills such as how to apply to graduate school, how to build a resume, how to network, etc.
- 2) To provide relevant volunteer experiences, job opportunity information, and shadowing information.
- 3) To provide and foster a supportive community of individuals pursuing common goals through various means.

Article I: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article II: Advisor

Advisor's responsibility is to oversee the club, help facilitate networking, and provide resources and ideas for the betterment of the club.

Article III: Membership

Statement of Non-Discrimination: Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [Section I.D.3(c).]

To be eligible to join Indiana University Occupational Therapy Club you must be an Indiana University student interested in or curious about a career in Occupational Therapy.

A group or organization cannot qualify as a student group or organization unless all of its officers and a majority of its members are currently enrolled at Indiana University [section I.D.3 (b)].

Members of the Indiana University Occupational Therapy Club will be expected to pay dues.

Article IV: Dues & Budgets

Dues will be collected at the beginning of each semester for the amount of \$5 dollars each and will be collected by the treasurer. If members fail to pay dues their membership will be revoked. The officers as a group will create the budget and will be maintained by the treasurer. The budget will be revised at the end of each academic semester.

Article V: Meetings

Meetings should be held at least once per month and club members will be informed through email. Meetings will be called and agenda made by the President/Co-Presidents. All officers must be in attendance unless excused, and excessive absence as defined by more than two missed meetings may result in consequences. Attendance is recorded by the Outreach Coordinator and the Secretary.

Article VI: Elections

Potential officers will be nominated on a volunteer basis. Officers will be chosen by a majority vote of the members of the club through a secret ballot at the end of the academic school year for the following academic school year. Elections will be announced at the meeting prior to voting. If there is an empty officer's position at the beginning of a semester another election will held for that position. In order for an officer to resign they must help train the replacing officer. An officer can be removed from a position if they violate the constitution in any way.

Article VII: Executive Officers

Attendance is vital—officers should be committed and take their positions seriously. Communication must take place if a member is to miss a meeting, and an excess of more than two missed meetings may result in position being revoked.

President/Co-President- Develop meeting agendas, update club advisor on happenings in the club, contact outside parties, supervising other officers, completing required University paperwork.

Secretary- Record minutes at meetings and report them back to club advisor or absent members.

Treasurer- Responsible for collecting dues, managing accounts, informing fellow officers about budget, and distributing funds.

Outreach/Membership Coordinator- Responsible for informing members about meetings, events, recruiting potential members, and keeps a list of current members.

Officers will be chosen by a majority vote of the members of the club at the end of the academic school year for the following academic school year. If there is an empty officer's position at the beginning of a semester another election will held for that position. In order for an officer to resign they must help train the replacing officer. An officer can be removed from a position if they violate the constitution in any way. Executive meetings will be held as need prior to meetings throughout the year and any of the executive officers may call one.

Decisions made for the club will be made by a majority vote.

Article VIII: Finances

The Treasurer will be in charge of financial affairs and will maintain a Student Organization Account in accordance with the Student Organization Accounts office policies and procedures. If the Indiana University Occupational Therapy Club were to dissolve the remaining money should be donated to an organization of the advisor's discretion.

Article IX : OT Club Account(s)

Members of the OT Club executive committee shall follow and share the following account protocols with each new member of the executive committee and with club members serving on special projects and subcommittees.

- 1) The OT Club email account (as of 2015, iuotclub@indiana.edu) shall be "owned" by the Health Professions and Prelaw Center (HPPLC) pre-occupational therapy advisor, who shall in turn maintain the account and its password and share the account password with the club's executive committee members.
- 2) Executive committee members shall not share account passwords with non-executive committee members, with the possible exception of members heading or chairing special club projects or club subcommittees.
- 3) A member who is heading or chairing special club projects or club sub-committees may not share the account password with anyone else.
- 4) The HPPLC OT Club advisor and all members of the executive committee shall be copied on each email related to club business, whether shared among the executive committee, members serving on special projects and subcommittees, or OT Club members at large.
- 5) The above includes communications related to club business shared through individual student IU email accounts (the official means of communications at Indiana University) and communications through the OT Club email account itself (iuotclub).
- 6) The OT Club's official means of communication with the Indiana University Bloomington pre-OT population at large shall be the IUB pre-OT email list maintained by HPPLC—attendees should be encouraged at every meeting to add themselves to this official IUB HPPLC Pre-OT email list. All emails concerning meetings must be announced through the IUB Pre-OT list maintained by HPPLC.
- 7) Examples of emails that must be sent through the IUB / HPPLC OT email list include club meeting announcements. Examples of emails that may be sent exclusively through iuotclub@indiana.edu and not necessarily the HPPLC list include club t-shirt order information.
- 8) The OT Club's account may be used for printing directly related to OT Club business, and for communicating with dues-paying members. It may not be used for personal communications or personal printing.
- 9) For enrolled IUB students, only official Indiana University email accounts may be emailed through iuotclub (excludes 3rd party, non-IU email like gmail.com, yahoo.com, comcast.com, etc.).
- 10) The OT Club shall not operate other email or social media without the knowledge and consent of the HPPLC pre-OT advisor.

Article X: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article XI: Programs Involving Children

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

Article XII: Personal Gain Clause

Personal Gain Clause: This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article XIII: Amendments

All eligible voting members will be notified of a proposed amendment through an announcement at the next meeting. A majority vote will be required to ratify an amendment. Once approved by the organization, all constitutions with amendments must be submitted to Student Activities via myINvolvement.indiana.edu for approval.

Article XIII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.