**Iowa State University**

**Pre-Occupational Therapy Club Constitution**

**Article I: Name**

The name of this organization shall be Pre-Occupational Therapy Club at Iowa State University.

**Article II: Goal and Purpose**

The purpose of this club is to give students the resources and information they need to be successful in a career in Occupational Therapy. The goal is to prepare students in many different aspects to become accepted into their graduate program. Including admission requirements, networking, and other necessary skills that will help them gain the knowledge and experience they need to achieve their goals in this field. The Pre-Occupational Therapy Club is not associated with any other clubs at Iowa State University.

The Pre-Occupational Therapy Club abides by and supports established Iowa State University policies, State and Federal Laws.

State of Compliance- The Pre-Occupational Therapy Club abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Our Pre-Occupational Therapy club agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required).

**Article III: Membership**

Non-Discrimination Statement-Membership shall be open to all registered students at Iowa State University in any major. Iowa State University and the Pre-Occupational Therapy do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

The organization will establish that no due will be paid by members starting the beginning of the academic year. These funds will be accumulated through fundraising, which will be completed throughout the year.

**Article IV: Office Positions**

Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.

The term of office will be one full year (May to May of each year). The elections for the academic year will occur in the month of April. The time in office will be one year long, and able for re-election. All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

The Officers must meet the following requirements, stated by Iowa State University:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Officer duties:

President

* Preside over all meetings
* Represent organization on campus
* Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
* Maintain communication with organization adviser

Vice-president

* Preside over meetings in the absence of the President
* Schedule meetings/events with appropriate University offices
* Coordinate organization promotion and publicity of events
* Duties of the Risk Management Chair:
* To recommend risk management policies and procedures to Pre-Occupational Therapy Club
* To submit documentation to ISU’s Risk Management Office
* To ensure that Pre-Occupational Therapy Club’s Risk Management Procedures are implemented at all events

 Secretary

* Maintain an accurate record of all organization meetings and post for members
* Maintain membership directory
* Correspond when necessary with University administration and other recognized organizations

 Treasurer

* Maintain accurate record of organization transactions
* Collect dues if required
* Develop organization budget and present to membership for ¾ vote
* Cosign organization checks along with the Adviser
* Arrange fundraising opportunities for the organization
* Solicits additional funding if needed from the Student Government
* Association in conjunction with the President

Adviser

* Maintain communication and meet with officer(s) regularly
* Awareness and approval of financial expenditures
* Ensure that the organization is up to date with all deadlines
* Process for removing an advisor would be to sign

Duties of the Risk Management Chair:

* To recommend risk management policies and procedures to Pre-Occupational Therapy Club
* To submit documentation to ISU’s Risk Management Office
* To ensure that Pre-Occupational Therapy Club’s Risk Management Procedures are implemented at all events

Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. Examples of inappropriate behaviors could include, but are not limited to: an officer’s unwillingness to actively participate in the organization, failure to meet requirements listed in Article IC, not properly following the organization’s constitution, and ethical, or legal issues. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. The position will be filled by a majority vote from the members of the club.

Advisor will be appointed by the club’s officers and will serve at his or her leisure.

‘Club’ Advisor Removal - Advisers may be removed from office by 3⁄4 vote of the officers and 3⁄4 of the general membership if actions are deemed inappropriate by the membership. Examples of actions deemed inappropriate could include but are not limited to: an officer’s unwillingness to actively participate in the organization, failure to meet requirements listed in Article IC, not properly following the organization’s constitution, and ethical, or legal issues. The Adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. In the case of the removal of a new advisor will be appointed by the officers.

**Article V: Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**Article VI: Ratification and Amendment**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.