



**IDAHO STATE UNIVERSITY
MASTER OF OCCUPATIONAL THERAPY
STUDENT ASSOCIATION**

Developed 2018, Revised 2019, Revised 2020

ARTICLE I. NAME -The name of this organization is the Idaho State University Master of Occupational Therapy Student Association (MOTSA).

ARTICLE II. MISSION –The MOTSA at Idaho State University is a professional student organization with a mission to educate and advocate for the profession of occupational therapy within the community, providing social and professional interactions among its members and stakeholders (students, faculty, and community occupational therapy professionals).

ARTICLE III. PURPOSE - MOTSA serves its members by creating social, educational, professional, and community events by which members have the opportunity to interact with other professionals to learn about current issues and events related to occupational therapy as well as through other state and national organizations (AOTA & IOTA). Additionally, MOTSA facilitates opportunities to educate the campus and area community through occupational therapy related service and events.

MOTSA offers leadership and professional development training by informing students of current events within the Occupational Therapy Professional organizations of AOTA and IOTA, providing opportunities for practice of such training through MOTSA activities, and encouraging MOTSA members to effect positive change through entry-level participation in leadership and service in all varieties of campus, community, state, and national organizations.

ARTICLE IV. GOALS

1. To increase awareness of current issues and events that directly impact Occupational Therapy domain and practice.
2. To encourage and promote unity and collaboration among the MOTSA membership and local, state, and national Occupational Therapy professionals.
3. To educate future occupational therapy students, the campus, and the community about occupational therapy through meetings, service, and/or events.
4. Utilize or create opportunities for its members to advocate for the profession of occupational therapy.
5. Provide social and professional interactions for professional and leadership development (members, students, faculty, & community occupational therapy professionals).
6. Create opportunities to develop/maintain professional relationships with student stakeholders across the continuum of their professional development (prospective, pre-OT, MOT, & alumni).

ARTICLE V. MEMBERSHIP

Section I: Classes and Qualification of Members. –The Association’s class of membership shall be composed of all current Idaho State University students with an interest in the objectives and purpose of this Association.

Section II: Membership: Any Idaho State University student who is interested in the profession of Occupational Therapy or the interests, objectives, and purpose of the Master of Occupational Therapy Student Association may become a member. Idaho State University students currently enrolled in the MOT and BSHS Pre-OT accelerated program have full membership rights, including voting privileges, ability to hold an Executive Board position, and access to Association funding to attend professional conferences.

MOTSA will not deny membership to any person on the basis of race, religion, sex, gender, sexual affection/orientation, disability, age, marital status, veteran status, ethnicity, national origin, color, language or creed.

Section III: Rights and Privileges of members in good standing. 1. Only members who are currently enrolled in occupational therapy classes within the MOT or BSHS Pre-OT accelerated program have the right to run for positions within the Association. 2. Only members who are currently enrolled in occupational therapy classes within the MOT or BSHS Pre-OT accelerated program have a right to vote for candidates within the association. 3. All members have a right to participate in open discussion with the Association. 4. Each member shall be granted access to the current bylaws of the Association and will be responsible to act in accordance with them concerning the Association.

Section IV: Membership Fees. -Membership fees as applicable are due before members have rights and privileges as members. Membership fees are due annually two weeks following the first meeting of the fall semester. Membership needs to be renewed on an annual basis during the first two weeks of September. The fee amount will be determined by the Executive Board with consultation of the MOT program advisor.

Section V: Good standing in order to be a member: the member must be currently enrolled in OT classes, and pay the membership fee as applicable, maintain a 3.0 GPA, are in compliance with Idaho State University’s Student Conduct Code (ISU PP 5000), and agree to uphold the AOTA Code of Ethics (2015). For non-MOT/BSHS Pre-OT Accelerated members, they must pay the appropriate membership fee and comply with AOTA Code of Ethics (2015).

Section VI: Good standing in order to run for an elected position: the member must be currently enrolled in MOT courses, pay the membership fee as applicable, maintain a 3.0 GPA, are in compliance with Idaho State University’s Student Conduct Code (ISU PP 5000), have demonstrated compliance to AOTA’s Code of Ethics (2015), and evidence of participation of at least 3 association activities and/or a letter of recommendation from a MOT faculty member.

Section VII: Disciplinary Action. Any member who fails to remain in good standing shall be dropped from the Association and thus losing all rights and privileges of MOTSA.

Section VIII: Reinstatement. -Any former member that has been dropped from the Association can be reinstated if they are enrolled in OT classes, pay the membership fee as applicable, maintain a 3.0 GPA, and verification of complying to the Idaho State University’s Student Conduct Code (ISU PP 5000) and the AOTA Code of Ethics (2015).

ARTICLE VI. ASSOCIATION MEETINGS

Section I: Meetings - 1. An annual meeting will be held where the MOTSA members will have the power to adopt and amend the Bylaws with a quorum present by a majority vote. 2. A 15-day notice will be given to all members prior to setting the date for the annual meeting. 3. A quorum majority vote shall consist of 2/3 of the membership, including at least (2) of the officers.

Section II: MOTSA shall have at least three meetings per semester scheduled by the President in consensus with MOTSA members, excluding affiliation fieldwork dates.

Section III: Special Meetings - Special meetings may be called by the officers, provided that (2) days' notice is given to all members.

ARTICLE VII. EXECUTIVE OFFICERS

Section I: Positions - The outgoing Executive officers Board Members will announce positions to be elected at the fall semester's meeting with input from the Association members (see appendix A). The Advisor may also be introduced at this time. Elections will be carried out via electronic ballot of all eligible voting members during a one-week election period determined by the board occurring between the dates of September 15 and October 15 each year. Officers elected at that time will attend meetings of the Executive Council and general membership meetings during the remainder of fall semester as a period of training and transition and will assume their respective offices at the commencement of classes for spring semester each year .

Section II: Qualifications 1. Students who are MOTSA members must be in good standing to serve as Executive Board Members. 2. Students who are elected to an executive position have agreed to the roles and responsibility of their stated position. 3. The offices and/or committee chairperson of Vice President, Secretary, Social Media/Publicity Chair, and AOTA ASD Alternate are intended primarily for students in the 1st year of the MOT or BSHS Pre-OT accelerated program. 4. The offices and/or committee chairperson of President, Treasurer, Fundraising Chair, Community Service and Events Chair, AOTA ASD Representative, and State Occupational Therapy Association Liaison are intended primarily for 2nd year MOT students. 5. The offices and/or committee chairperson of Social Activities Chair, Professional/Career Development Chair, Alumni Liaison, and State Occupational Therapy Association Liaison Alternate are intended primarily for 3rd year MOT students.

Section III: Terms of Vacancies 1. Officers shall assume office at the beginning of spring semester each year. 2. The term of office shall be one year. 3. No officer shall serve more than two complete consecutive terms in the same office. 4. In the event that a position of the Executive Board becomes vacant, the Executive Board will decide by simple majority vote if the position shall be filled. Upon approval to refill vacant positions, the Executive Board will advertise the position to the Association with at least 14 days' notice of the date in which the election will be held. A vacancy shall be filled by a 2/3 vote of the membership.

Section IV: Officer Responsibilities It is the duty of each officer to become familiar with the MOTSA bylaws. It is the responsibility of each officer to fully understand their scope of duty and role within MOTSA. It is the responsibility of the outgoing officer to orient the incoming officer of the requirements and logistics of the position as deemed sufficient by both parties.

Section V: Officer Descriptions:

Vice President: The Vice President (VP) shall assume the duties of the President at the request of the President or in the absence or incapacitation resignation of the President in the interim before an election is decided. The VP will have the option to choose if he/she would like to hold the office of VP or President.

Secretary: The secretary will coordinate the time and location of MOTSA member and officer meetings. It will be his or her responsibility to distribute agendas including time and place to MOTSA members and faculty advisor at least 72 hours prior to meetings. At each meeting, the secretary will record meeting minutes, attendance, and count and record any taken votes. The secretary will share meeting minutes with members following meetings. The secretary plays a significant role as the communication source between the Leadership Team and MOTSA members. Training and mentorship may be available through department administration and staff.

Social Media/Publicity Chairperson: The social media/publicity chairperson will create, monitor, and run all social media accounts associated with MOTSA. The social media accounts may include but are not limited to: Facebook, Twitter, Instagram, and LinkedIn. The social media chairperson will share information about events put on by MOTSA as well as other important news within the OT profession using these platforms.

Assembly of Student Delegates Alternate Representative: The ASD Alternate Representative assists the ASD Representative with all major duties and will assume the responsibilities of the ASD Representative in the ASD Representative's absence. The ASD Alternate will represent the MOT program at the ASD Annual Meeting held the day before AOTA's Annual Conference & Expo, and presents information from the meeting to MOTSA members in the event that the ASD Representative is unable to.

President: The President shall be responsible for preparing agendas for all Association meetings. The President shall preside at all Association meetings and is responsible for the Association's annual report to the MOTSA membership. The president may also appoint special committees as the need arises.

Treasurer: The treasurer shall maintain records of all finances (receipts, budget, etc.) of MOTSA. The MOTSA Executive Board and MOTSA faculty advisors shall provide oversight of MOTSA finances at MOTSA Executive Board meetings. The treasurer shall provide ongoing accounting of finances to the MOTSA membership.

Fundraising Chairperson: The Fundraising Chairperson shall organize and lead fundraising events previously agreed upon by the majority of members. The fundraising chairperson shall aid in communicating fundraising interests and goals with members. The fundraising chairperson will be in charge of the fundraising committee, if one is appointed.

Advocacy and Community Service Chairperson: This position advocates for OT by providing community service opportunities that are OT-related and readily available. The chairperson shall organize and lead MOTSA activities that have previously been agreed upon by the majority of board members. The chairperson shall aid in communicating activities interests and goals with members. The chairperson will be in charge of the events committee, if one is appointed

MOT/Idaho Occupational Therapy Association (IOTA) Student Representative (MOT Program Appointed): The MOT/IOTA program student representative will attend the IOTA annual conference and

participate in the regular IOTA board meetings. The MOT/IOTA representative will provide a report to the IOTA board regarding activities and updates to the MOT program (via MOTSA advisor), stay current with IOTA affairs and communicate all pertinent information to MOTSA members. The MOT/IOTA representative will ensure that the student representative and/or the alternate student representative attend IOTA's state and routine board meetings and advocates and encourages MOTSA members to join and support IOTA activities and initiatives.

Assembly of Student Delegates (ASD) Representative (MOT Program Appointed): The ASD Representative will communicate the interests, questions, and concerns of MOTSA members to the ASD Steering Committee. The ASD Representative will encourage AOTA student membership, political awareness, student leadership, and professional development among MOTSA members through relaying resources, opportunities, and news from AOTA and the ASD Steering Committee. The ASD Representative will represent the MOT program at the ASD Annual Meeting held the day before AOTA's Annual Conference & Expo, and present information from the meeting to MOTSA members.

Professional/Career Development Chairperson: The Professional/Career Development Chairperson shall be responsible for 1-2 MOTSA meeting activities per semester. The chairperson shall create activities, arrange for guest speakers, or teach/demonstrate various types of information, knowledge, and advancements regarding the Occupational Therapy career field that is not already fully taught within the MOT program classes.

Alumni Liaison: The alumni liaison will routinely communicate with MOT program alumni regarding key MOTSA educational, leadership, advocacy and fundraising events where alumni would/could have a strong interest and/or role.

Alternate IOTA MOT Student Representative: The Alternate IOTA MOT Student Representative assists the IOTA MOT Student Representative with all major duties and will assume the responsibilities of the IOTA MOT Student Representative in the IOTA MOT Student Representative's absence.

MOT Program Faculty Positions:

MOTSA Faculty Advisor: The MOTSA Faculty Advisor must be a faculty member in the Idaho State University Master of Occupational Therapy Program. The advisor shall serve as an ex officio member of the Executive Board and shall perform other such duties as the Association membership may determine. The advisor will be appointed on a volunteer basis based upon their interest, capacity and workload allocation as determined by the MOT Program Director. The MOT Faculty Advisor will communicate all pertinent information from the MOT faculty to MOTSA Executive Board. The MOT Faculty Advisor will provide consistent mentorship to the MOTSA Executive Board and attend meetings as mutually agreed upon by the MOTSA Executive Board and Advisor. The MOT Faculty Advisor will supervise the MOTSA election procedures and serve as a mediator when issues arise among MOTSA or the Executive Board. The MOT Faculty Advisor will act in the best interests of MOTSA. The MOT Program Faculty Position will determine money requests (equaling and surpassing) the amount of \$100 made by members and/or the membership.

MOT Faculty Alternate Advisor: The MOTSA Faculty Alternate Advisor must be a faculty member in the Idaho State University Master of Occupational Therapy Program. The Alternate Faculty Advisor will fulfil the roles and responsibilities of the Faculty Advisor as delegated and/or when the Faculty Advisor is unable to complete his/her responsibilities.

Section VI: Removal or replacement of an officer. All elected positions will operate on a three-strike basis – if a person elected to a position does not/cannot fulfill the position adequately to the expectation of the MOTSA Executive Board and MOTSA Faculty Advisor(s): 1. On the first circumstance of an elected individual not fulfilling the position responsibilities adequately, the Executive Board will meet with the elected individual and discuss the situation, providing encouragement and guidance for improvement, but also warning of two strikes of inadequate performance remaining before position removal. 2. On the second circumstance of an elected individual not fulfilling the position responsibilities adequately, the MOTSA President Executive Board and MOTSA Faculty Advisor will meet with the elected individual and discuss the situation and provide notice of one more opportunity before position removal, then meet with the MOTSA Executive Board and discuss the situation. 3. On the third circumstance of a position’s responsibilities not being adequately fulfilled, the MOTSA Executive Board and MOTSA Faculty Advisor(s) will meet with the elected individual and provide notice of removal from the elected position. The Executive Board will advertise an election for the vacant position(s) to Association membership. Membership will vote for executive officers.

ARTICLE VIII: SPECIAL COMMITTEES

Special Committee Duties and Purpose:

1. Special Committees will be responsible to MOTSA and be held accountable by the governing MOTSA bylaws.
2. In order to keep the MOTSA members informed, Special Committees will be asked to make informal reports at monthly MOTSA meetings.
3. Special Committees will be overseen by their respective chairpersons. Each committee will be headed by a MOTSA Executive Board Member.
4. Any supplies or monies spent by the Special Committees must be approved by a simple majority of the members.
5. MOTSA will at no time be held responsible for money expenditure without the prior approval (simple majority) of the members or the approval (simple majority) of the Executive Board members.

ARTICLE IX: FUNDING OF CONFERENCES

Section I: IOTA Conference Funding. Membership may propose that the Association provide funding to attend the IOTA conference. The Executive Board will decide by a simple majority vote to offer funding to assist member(s) in attending the IOTA Conference.

Section II: AOTA Conference Funding. The Executive Board may decide by a simple majority vote to reward members for joining AOTA by offering reimbursement scholarships in the amount of the AOTA Student Member Annual Membership fee. The number of awards and the process of how a member will receive an award will also be determined by a simple majority vote of the Executive Board. Funding for the AOTA National Conference will be decided no more than three months prior to the AOTA National Conference. The Executive Board will decide by simple majority vote the amount of money offered to members to support attendance to the AOTA National Conference. Ideas may be proposed from the Association members and the Executive Board about the number of awards and the process by which to award monies to member(s). Decisions will be determined by a majority vote at a meeting of the Executive Board. The AOTA ASD Delegate will be given priority for funding as a representative of ISU MOTSA. Funding stipulations will be determined by a simple majority vote by the Executive Board.

ARTICLE X: PRUDENT RESERVE

A reserve of \$500 will be maintained in the MOTSA account only to be used with a 2/3 majority approval vote by the Association. Any use of the prudent reserve funds must also be approved by the MOTSA faculty advisor.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the membership at any meeting of the Association, provided that at least (15) days prior to that meeting a copy of the proposed amendments have been submitted to the Association members.