

# Hawkeye Community College Occupational Therapy Assistant Club

## Constitution and Bylaws

- I. Club Name
    - A. Hawkeye Community College Occupational Therapy Assistant Club
  
  - II. Purpose
    - A. To provide an organization with invaluable resources geared towards the enhancement of the individual with an emphasis on occupational therapy.
    - B. To unite the first and second year students in the occupational therapy assistant program with a common interest in occupational therapy.
    - C. To inform and educate the community on occupational therapy.
  
  - III. Affiliation
    - A. Occupational Therapy Assistant Club at Hawkeye Community College shall be affiliated with Hawkeye Community College and the Occupational Therapy Assistant program at Hawkeye Community College.
  
  - IV. Membership
    - A. Membership is open to any student with his/her declared major as Occupational Therapy Assistant and is in good standing at Hawkeye Community College.
  
  - V. Officers
    - A. President
      - The President shall be determined by a vote at the beginning of fall semester. All members are allowed to vote. Duties of this position include: planning and moderation of meetings and events, act as team captain of the organization, and signing official documents.
    - B. Vice President
      - The Vice President shall be determined by a vote at the beginning of fall semester. All members are allowed to vote. In the event that the President is unable to perform his/her duties, the responsibilities are handed down to the Vice President. In addition, the Vice president will be responsible for assuring expectations and requirements of the student clubs are met. (see HCC Clubs and Organizations Policies and Procedures Manual)
    - C. Secretary
      - The Secretary shall be determined by a vote at the beginning of fall semester. All members are allowed to vote. The Secretary shall be responsible for the meeting minutes, keep all approved minutes in a minute book, and send out copies of meeting minutes to all members.
    - D. Treasurer
      - The Treasurer shall be determined by a vote at the beginning of fall semester. All members are allowed to vote. The Treasurer shall handle all club finances by keeping record of the organization's budget and preparing financial reports as needed.
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- VI. Election and Voting
- A. Elected officers will serve a term of one year and will be voted upon by members.
  - B. A majority of members constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
  - C. Passage of a motion requires a simple majority (ie, one more than half the members present).
  - D. Election of officers will occur at the beginning of each fall semester.
- VII. Advisor
- A. A designated faculty member of Hawkeye Community College working in the occupational therapy assistant department will serve as advisor to this club.
  - B. The advisor shall oversee the club, operations, and provide feedback to the organization.
  - C. The advisor shall serve for as long as he/she is willing and able.
- VIII. Committees
- A. The President may appoint standing and ad hoc committees as needed.
- IX. Meetings
- A. Occupational Therapy Assistant Club Meetings
    - Regular meetings shall be held once a month
    - Special meetings may be held at any time when called for by the President or a majority of members.
    - Agendas shall be provided at least one day in advance by the President or Vice President.
    - Notification of meetings will occur through e-mail one week in advance.
- X. Conflict of Interest
- A. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the club, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the officers to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.
- XI. Fiscal Policies
- A. The fiscal year of the board shall be September to September.
- XII. Organization Agreement
- A. The Occupational Therapy Assistant Club at Hawkeye Community College agrees to abide by the Hawkeye Community College Student Code of Conduct. Furthermore, agrees to abide by all Student Life and Leadership policies as outlined in the student handbook.
  - B. Hawkeye Community College requirements for the Occupational Therapy Assistant Club each academic year include 1) Constitution with Bylaws or any updates/changes to such 2) Current list of members 3) Current list of officers 4)

Maintain active status by meeting the HCC Clubs and Organizations requirements listed in the HCC Clubs and Organizations Policies and Procedures Manual.

XIII. Amendments

- A. These by-laws may be amended by a two-third vote of members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are provided to each officer at least one week prior to said meeting.

XIV. Financial Guidelines

- A. The money raised must be used to enhance or promote the purpose of the Club as stated in the constitution. The members may vote on the expenditures with the guidance of the Advisor.
- B. A balance of \$200 must remain from year to year.
- C. Funds may not be directly dispersed to any Hawkeye Community College student.
- D. Funds are unable to be donated to another non-profit organization.