

BYLAWS
PI THETA EPSILON (PTE)

ARTICLE I - NAME

Section 1.

The name of the honor society shall be: Pi Theta Epsilon, hereinafter referred to as PTE.

ARTICLE II - PURPOSES

Section 1. As an affiliate of the American Occupational Therapy Foundation (AOTF), PTE's purposes shall be:

- A. To recognize and encourage scholastic excellence of occupational therapy students.
- B. To contribute to the advancement of the field of occupational therapy through promotion of research and other scholarly activities of student and alumni members.
- C. To provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

ARTICLE III - MEMBERSHIP

Section 1. Membership categories have been written to conform to the Association of College Honor Societies (ACHS) standards. Classes of Membership are:

- A. Student members shall be those who rank not lower than the highest 35% of their class in scholarship, and completed the number of credit hours used by the institution to designate one full academic term equivalency in a graduate level program.
- B. Alumni members shall be those past student members who were members in good standing upon graduation.
- C. Sustaining members shall be those members who desire to support the purposes of this organization by contributing any amount larger than their designated dues.
- D. Life membership in the national organization shall be for students or alumni who meet the standards set forth in Article III.A. and choose to pay the prevailing fees at the time.
- E. Honorary membership may be conferred by an active chapter or at a national meeting upon individuals who have made an outstanding contribution to the field of occupational therapy.

Section 2. Voting Rights and Privileges of Members

- A. Active members shall be students (by chapter), alumni, life, and honorary members in good standing and shall be the only members entitled to vote.

ARTICLE IV - NATIONAL MEETING

Section 1. Annual Business Meeting (ABM)

An ABM for PTE members shall be held every calendar year.

Section 2. Chapter Vote

- A. Each chapter represented shall carry one vote at the ABM.
- B. Each lifetime member in good standing shall carry one vote at the ABM once they have graduated from their respective Occupational Therapy program, until then their vote remains part of their respective chapter vote.
- C. Each alumni member in good standing shall carry one vote at the ABM.

Section 3. Quorum Section

The quorum shall be determined at each ABM, and shall be defined as: 2/3rd of the chapters registered for that meeting, provided that a minimum of 20% of total chapters are present but not less than 20 chapters.

Section 4. Officer's Votes

The Vice President, Secretary, and Treasurer shall each carry one vote at the ABM. The President shall vote only in the case of a tie.

Section 5. Agenda

- A. The agenda for the ABM will be published electronically 30 days in advance of the annual meeting. Chapters unable to send delegates may submit written position statements on agenda items, which will be reported by the Secretary as appropriate.
- B. Business to be conducted at the ABM shall include:
 - 1) Election of the Nominations Committee;
 - 2) Amendments to the Bylaws;
 - 3) Financial matters including establishing national fees paid by chapters; and,
 - 4) Induction of new officers.
- C. Any motions to be presented at the meeting must be received annually 60 days in advance of the ABM, so they can be included in the Agenda.

ARTICLE V - NATIONAL OFFICERS

Section 1. Officers

The national officers making up the Executive Committee shall be President, Vice President, Secretary, and Treasurer.

Section 2. Eligibility

- A. For the positions of Secretary and Treasurer, the candidates must have been active members of PTE for a minimum of one year prior to taking office at the PTE Annual Business Meeting.
- B. For the positions of President and Vice President, the candidates must have been active members of PTE for a minimum of two years prior to taking office at the PTE Annual Business Meeting.

Section 3. Election of Officers

- A. Officers shall be elected from members in good standing and conducted annually.
- B. The Nominating Committee shall verify candidate qualifications and determine a slate for election. Three members shall be elected by those members present at the National Meeting. The term of office shall be one year.
- C. Officers shall be elected by a simple majority of those members who vote.
- D. Each chapter holds one vote and each lifetime member or alumni member in good standing, once they have graduated from their respective Occupational Therapy Program, carries 1/2 vote.
- E. Elections shall be completed by mail/e-mail ballot at least three months prior to the ABM.

Section 4. Terms of Office

- A. The President, Vice President, Secretary, and Treasurer shall serve a 2-year term.

- B. In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the Executive Committee.

Section 5. Functions of Officers

- A. The President shall preside over all sessions at the Annual Business Meeting and promote the functioning of the organization. The President will serve as a non-voting member of the AOTF Board of Trustees (BOT) during their term in office.
- B. The Vice President shall preside over all meetings in the absence of the President. The Vice President shall be responsible for communication and the promotion of PTE.
- C. The Secretary shall record the proceedings of all meetings and distribute to the Executive Committee in a timely manner.
- D. The Treasurer shall be responsible for keeping all financial records and shall serve as liaison between PTE and personnel at the AOTF National Office.
- E. The AOTF Manager, Student Activities shall serve as liaison between PTE and the Association of College Honor Societies (ACHS).

Section 6. Filling Vacant Executive Committee Positions

- A. For the positions of President and Vice President, the remaining members of the Executive Committee will identify and appoint an existing officer from the current Executive Committee.
- B. For the positions of Secretary and Treasurer, a call for nominations will be made and the position appointed by the Executive Committee

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee (EC) shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2. The EC and AOTF PTE Staff Liaison shall have general supervision of the society between ABMs to conduct all business of the society. Furthermore, per Article XIII of the PTE Bylaws, the President, representing the EC, shall report on all activities of PTE at AOTF Board meetings and bring any recommendations from the EC to the AOTF Board for discussion and approval if warranted. The EC shall follow the guidelines set forth by ACHS and none of PTE's actions shall conflict with standards set by ACHS.

Section 3. The EC will prepare a yearly itemized budget for PTE activities. This budget will be forwarded to the AOTF Finance Committee for consideration during its yearly process to generate an operating budget for the Foundation (generally July-August timeframe). The AOTF Finance Committee will then forward its budget recommendations to the AOTF BOT for discussion and approval.

Section 4. Meetings of the EC shall be called by the President or by any two voting members of the EC.

Section 5. A majority of the voting members of the EC shall constitute a quorum.

Section 6. Any question and/or issue may be submitted in writing to the EC for determination in lieu of a meeting of the EC. If any two members challenge the ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed until the next meeting of the EC. A report of any action received in writing shall be verified and made a part of the minutes of the next meeting of the EC.

Section 7. Members of the EC may participate in a meeting of the committee through conference

telephone or electronic or other internet communications systems or video conferences by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

ARTICLE VII - CHAPTERS

Section 1. Conditions

- A. A chapter of the society may be established in a college or university in the United States, its territories, commonwealths or districts which offer master's level or advanced degrees in occupational therapy and is fully accredited by ACOTE. International chapters outside of the United States may be established in a college or university which offers degrees in occupational therapy approved by the World Federation of Occupational Therapists. Chapters of PTE may be established at institutions when evidence of interest and eligibility is shown by ten or more students.
- B. During program transitions, if a chapter was previously established, the chapter shall be subject to the grandfather clause and remain active.
- C. Alumni members can participate in their collegiate chapter.

Section 2. Names of Chapters

The active chapters shall be named in order of their formation from the letters of the Greek alphabet.

Section 3. Guidelines

Guidelines for establishing new chapters shall be available from the AOTF PTE staff liaison at the AOTF national office.

Section 4. Sections

- A. To accommodate groups of students enrolled in different programs at the same school (i.e. bachelors, masters, and doctoral students), chapters may establish several sections and, if necessary, on different campuses of the university or college.

ARTICLE VIII - CHAPTER OFFICERS

Section 1. Officers

The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. Eligibility

Officers shall be elected from the active membership of that chapter.

Section 3. Election of Officers

- A. Elections shall be held yearly by secret ballot.
- B. Officers shall be elected by a simple majority.

ARTICLE IX - CHAPTER ADVISOR

Section 1. Selection

- A. The active membership of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
- B. The faculty member shall notify the organization in writing that she or he accepts or declines the position.

Section 2. Functions of the Advisor

- A. The advisor shall identify the top 35% of each class who are eligible to apply for membership.

- B. The advisor shall serve as a member of the Chapter Review Board.
- C. The advisor shall attend meetings regularly.
- D. The advisor shall act as a liaison between faculty, Chapter Members and PTE.
- E. The advisor shall not have a vote.
- F. The advisor shall receive nominations for chapter officers.

ARTICLE X - CHAPTER MEETINGS

Section 1. Frequency

- 1. The chapter shall have at least one regular meeting each year.
- 2. The time and place of the meeting shall be designated at least 14 days before the meeting date and communicated to chapter membership by mail, electronic, or telephonic transmission.

Section 2. Quorum

The number needed to constitute a quorum shall be 20 percent of the active membership. A quorum is necessary when establishing or amending the functions of the chapter.

ARTICLE XII - AMENDMENT OF PTE BYLAWS

PTE Bylaws may be amended in any one of the following ways:

Section 1.

At the ABM by a two-thirds vote, provided that the amendment has been submitted in writing to the chapters at least thirty (30) days prior to the meeting.

Section 2.

In the event that the amendment could not be submitted to the chapters 30 days prior to the meeting, an amendment approved by the Executive Committee by a two-thirds vote may be adopted at the ABM by a three-fourths vote.

Section 3.

All amendments approved at the ABM shall then be presented to the AOTF BOT for discussion and approval/disapproval.

ARTICLE XIII – PTE OVERSIGHT BY THE AOTF BOARD OF TRUSTEES

All of the business and affairs of PTE shall be managed by the AOTF BOT except to the extent delegated by the AOTF BOT to the PTE EC or governing structures of each national honor society in the Bylaws of that national honor society. Express approval or consent of the AOTF BOT shall in all cases be required for any of the following actions or activities (the "Reserved Powers"):

- 1. To change the mission, philosophy, objectives or purposes of PTE or the national honor societies;
- 2. To amend these Articles of Organization or the Bylaws of PTE or of any national honor society organized by PTE;
- 3. To use a trade name other than the name of PTE or the name of the national honor societies;
- 4. To change the fiscal year of PTE;
- 5. To approve the annual operating and capital budgets of PTE, and any expenditure that

- exceeds an approved budget, unless covered by unbudgeted revenue;
6. To add or terminate any line or location of business of PTE ;
 7. To select an auditor for the preparation of annual financial statements;
 8. To purchase insurance other than as part of AOTF's group of insureds;
 9. To take any action which would affect the non-profit, tax-exempt status of PTE or AOTF;
 - 10.To dissolve or liquidate PTE;
 - 11.To merge or consolidate PTE with any other entity;
 - 12.To approve creation of any subsidiary organization or the affiliation of the national honor society with any other entity for the purpose of the joint conduct of business or other programs whether in the form of participation in a corporation (either through the holding of stock or by membership), partnership, joint venture, co-tenancy or any other form of ownership or control;
 - 13.To approve mortgages, trust deeds or other liens on any real property assets of P T E ;
 - 14.To sell or otherwise transfer all or substantially all of the assets of PTE or any other assets of PTE whose aggregate fair market value exceeds \$5,000, or to sell or otherwise transfer any subsidiary or affiliate of PTE;
 - 15.To approve the incurrence of any indebtedness or series of indebtedness, either of which exceeds \$5,000, or to approve any guarantee of any indebtedness or series of indebtedness;
 - 16.To approve submission of an application for any grant, loan or license from any governmental agency or other authority which might result in the imposition of any conditions or requirements potentially inconsistent with the philosophy and mission of PTE or AOTF.

Amended April 2019

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