

**SOUTH CAROLINA
BLACK OCCUPATIONAL THERAPY CAUCUS
BYLAWS**

**ARTICLE I
NAME, EMBLEM**

Section 1. NAME: The organization shall be called: The South Carolina Black Occupational Therapy Caucus hereafter referred to as the SCBOTC.

Section 2. EMBLEM: The collective membership emblem of the organization shall be approved by the membership.

**ARTICLE II
MISSION, PURPOSE, OBJECTIVES, NONINUREMENT**

Section 1. MISSION: The mission of the SCBOTC is to increase the Recruitment, Retention, and Registration rates of black occupational therapy practitioners and students in the profession of occupational therapy through financial, educational, and professional development efforts maintained via Scholarship Awards and Mentorship.

Section 2. PURPOSE: The purpose of the SCBOTC is to serve as an advocate for occupational therapy practitioners and students of African descent to enhance and promote their contributions to the occupational therapy profession, national and state associations, and the public-at-large. The SCBOTC corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3. OBJECTIVES: The objectives of the SCBOTC are to enhance the following for individuals of African descent:

- Increase communication among OT practitioners and students;
- Facilitate and support the recruitment, retention, and certification of OT students;
- Promote equal opportunities in employment and education for OT practitioners and students;
- Identify and address issues and concerns that affect OT practitioners and students;
- Foster representation, and participation by Black OT practitioners and students in the occupational therapy profession and associations' affairs
- Promote quality health care and occupational therapy to consumers; and
- Encourage and develop leaders and role models of individuals for the OT profession at all levels (local, state, and national).

Section 4. NONINUREMENT: No part of SCBOTC's earnings shall inure to the use or benefit

of any individual. In accordance to section 501(c)(3) of the Internal Revenue Code. If the organization is dissolved, all Caucus bills will be paid, and the balance will be forwarded to the National Black Occupational Therapy Caucus.

ARTICLE III MEMBERSHIP

Section 1. MEMBERSHIP CLASS. The membership of the SCBOTC shall consist of one class: Individual.

Individual: Individual members shall be persons of African descent who are a(an) (1) registered occupational therapist (OT), (2) certified occupational therapy assistant (COTA) and (3) current occupational therapy student (OTS).

Section 2. QUALIFICATION: All occupational therapy practitioners and students of African decent living, working, or attending school in South Carolina is eligible for membership in the SCBOTC

Active Member. To be eligible for an active member status, the registered OT or COTA must have paid the appropriate annual fee for the current year.

Student/New Graduate Member. To be eligible for a student member status, the individual shall be enrolled in an accredited or approved OT or OTA program and paid the appropriate annual fee for the current year. New grad member status may be used interchangeably with student member status for those who have completed educational requirements for the profession. This status may remain active for up to one year following graduation.

Section 3. RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING:

- (a) All Individual members in good standing are entitled to one vote in the election of officers, the amendment of SCBOTC bylaws, and at annual business meetings.
- (b) All individual members in good standing may serve on committees of the SCBOTC and appointments, representing the SCBOTC.
- (c) The privilege of holding the offices of President and Treasurer is open to OT practitioners in good standing.
- (d) The privilege of holding the offices of Vice-President, Secretary, and Committee Liaison is open to OT practitioners and students in good standing.

ARTICLE IV MEETINGS OF THE MEMBERSHIP OF THE SCBOTC

Section 1. BUSINESS MEETINGS: The SCBOTC Chapter meetings will be held at a time and place designated by the president with at least 14 days' notice or a minimum of once a month to members stating the place, day, and hour of the meeting unless 51% majority votes otherwise during the summer or holiday times.

Section 2. EXECUTIVE BOARD: The Executive Board will meet at a minimum quarterly.

The President, Vice President and two additional board members must be present to evaluate and plan activities of the SCBOTC.

Section 3. VOTING: At any meeting of the members, all voting shall be done in person or via virtual platform. All members voting virtually must be in live visual attendance via camera. Each voting member in good standing shall have one vote. For voting to take place, at least three (3) board members and fifty percent of the membership must be present. The officers shall determine the process for counting and recording the vote. Electronic voting may occur between meetings.

ARTICLE V OFFICERS

Section 1. OFFICERS: The officers of the SCBOTC shall be the President, Vice-President, Secretary, Treasurer, Community Liaison, Student Liaison, and Membership Liaison.

Section 2. ELECTION: Officers of the SCBOTC shall be elected by the individual vote of the SCBOTC's voting members in good standing. To ensure the continuity of leadership experience, elections of officers shall be staggered. The election for the offices of President and Treasurer shall occur within the same year to be followed by the elections of Secretary and Vice-President the sequential year. Elections should occur in the first quarter of each year. Voting shall occur in person or in a manner designed by existing officers. New officers will assume their roles by the end of the first quarter of each year, to allow time for mentoring into their new roles.

Section 3. ELIGIBILITY AND QUALIFICATIONS: To be eligible for office, an SCBOTC member must be a registered occupational therapist, certified occupational therapy assistant, or OT student in good standing in the SCBOTC. All prospective OT student officers must also be in good standing with their educational institution.

Section 4. TERMS OF OFFICE: No officer may serve more than two consecutive terms in the same office. The terms of office for the President, Vice-President, Secretary, and Treasurer shall be two-year or until a successor has been elected. The terms for Community, Student, and Membership Liaison shall be one year or until a successor has been elected.

Section 5. DUTIES: In addition to the rights and duties provided elsewhere in these bylaws, or as custom or parliamentary usage may require, the officers have the rights and duties respectively assigned them in succeeding sections of this article.

Section 6. PRESIDENT:
THE PRESIDENT SHALL:

- a) Be a licensed occupational therapy practitioner
- b) Be the chief executive officer of SCBOTC
- c) Serve a minimum of one two (2) year term.
- d) Preside at all meetings of the SCBOTC membership, unless delegated to the Vice-President.
- e) Prepare the monthly agenda in collaboration with the board

- f) Appoint committee chairs for all standing committees.
- g) Create ad hoc committees and appoint their chairs.
- h) Be an ex officio member of all board committees.
- i) Have the power to sign all written obligations of the SCBOTC
- j) Exercise general powers of supervision and active management of the SCBOTC.

Section 7. VICE-PRESIDENT:

THE VICE-PRESIDENT SHALL:

- a) Be a licensed occupational therapy practitioner or student.
- b) Serve a minimum of one two (2) year term.
- c) Discharge presidential duties in the absence of the President.
- d) Succeed to the presidency for the unexpired portion of the President's term in the event of a vacancy in the office of the President
- e) Work closely with the President on general SCBOTC management and event planning.

Section 8. SECRETARY:

THE SECRETARY SHALL:

- a) Be a licensed occupational therapy practitioner or student.
- b) Serve a minimum of one two (2) year term.
- c) Record the minutes of all meetings of the SCBOTC.
- d) Be the custodian of the organization's documents.
- e) Prepare meeting agendas in collaboration with the President.
- f) Call the meeting to order and preside over an election of a president
- g) Preside pro tem over meetings should the President and Vice-President be absent from a meeting at the same time.
- h) Record and maintain the contact information of all members of the SCBOTC. i) Notify members in advance of all or any meetings.
- j) Send out minutes electronically within one (1) week of all meetings to the entire SCBOTC members.
- k) Respond to all email correspondence within 3-5 business days and communicate this with the respective officers/committees.
- l) Prepare the report for the Annual National BOTC Meeting

Section 9. TREASURER:

THE TREASURER SHALL:

- a) Be a licensed occupational therapy practitioner
- b) Serve a minimum of one two (2) year term.
- c) Be responsible for the conduct of the financial affairs of the SCBOTC
- d) Collect all fees and other monies paid into or belonging to the SCBOTC.
- e) Keep full and accurate account of all receipts and disbursements of the SCBOTC. f) Prepare a monthly or quarterly report of financial activity.
- g) Keep accurate accounts of monetary transactions. All transactions are to be approved by 2 or more board members.
- h) Report on funds raised with collaboration from membership and community service committees
- i) Maintain the status of members and furnish the Secretary information regarding this every

six months or upon request of the President.

If the office of Treasurer is vacant, disbursement may be made with Signature of the President.

COMMITTEES/LIAISONS:

Committees and liaisons are developed to address ongoing issues that the general membership deems necessary for the continued success of the organization. They are responsible for increasing and maintaining memberships, identifying and organizing community service opportunities, and communication with other students regarding the SCBOTC activities respectively.

Section 10. MEMBERSHIP COMMITTEE

Purpose and duties: Established for the retention and maintenance of membership. Additional purposes to include the promotion of member networking.

Liaison should:

- a) Be a licensed practitioner or student.
- b) Serve a minimum of one, one (1) year term
- c) Serves as the primary contact regarding membership issues
- d) Keep membership log working in collaboration with the secretary and treasurer
- e) Foster and encourage professional development and scholarly activities among members
- f) Plan fundraising activities

Section 11. COMMUNITY SERVICE COMMITTEE

Purpose and duties: To plan, coordinate, and implement the promotion of Occupational Therapy as a viable and rewarding profession to the general community.

Liaison should:

- a) Be a licensed practitioner or student.
- b) Serve a minimum of one, one (1) year term
- c) Enhance public knowledge and awareness of the profession.
- d) Encourage individuals to pursue occupational therapy as a career.
- e) Improve relationships with other Black organizations and the community at large.
- f) Plan fundraising activities and organize community events.

Section 12. STUDENT COMMITTEE

Purpose and duties: To promote networking and mentorship amongst occupational therapy students. In addition to providing reasonable resources for the enhancement of educational experiences.

Liaison should:

- a) Be a licensed practitioner of no more than 3 years' experience or current student.
- b) Serve a minimum of one, one (1) year term

- c) Build relationships with students at various schools throughout South Carolina
- d) Advocate for student needs
- e) Recruitment of students
- f) Setup mentorship of students
- g) Plan fundraising activities

*at least one committee member must be a licensed practitioner practicing in academia

Section 13. MEDIA AND NEWSLETTER COMMITTEE

Committee members shall:

- a) Be a licensed practitioner or student.
- b) Serve a minimum of one, one (1) year term
- c) Develop and manage website
- d) Manage Social Media sites
- e) Prepare newsletter to disseminate information regarding the SCBOTC and the occupational therapy profession to the membership and other interested parties

Section 14. AD HOC COMMITTEE. Ad Hoc committees shall be established as needed by the President. Upon completion of their specific task, the committee shall be dissolved. The purpose and tasks of the Ad Hoc Committee shall be stated in writing with a timeline and signed by the President.

ARTICLE VI

FINANCIAL DUES

ANNUAL DUES: The Annual dues of the SCBOTC are \$30.00 for practitioners and \$10 for OT students. The annual dues must be paid during the first quarter of the calendar year to retain or obtain the rights and privileges of active or sustain membership. If the organization is dissolved, all Caucus bills will be paid, and the balance and assets will be forwarded to the National Black Occupational Therapy Caucus to be used exclusively for section 501(c)(3) exempt purposes.

ARTICLE VII

PARLIAMENTARY DUES

Except as otherwise noted, all meetings of the SCBOTC, Board and Committees will be governed by the parliamentary rules and procedures stipulated in the latest edition of Robert's *Rules of Order* Newly Revised.

ARTICLE VIII

AMENDMENTS

These Bylaws may be adopted, amended, or repealed at any business meeting of the SCBOTC by a majority of the voting members. Any active member may request a change in the Bylaws by providing a written proposal of the amendment within thirty (30) days of the general membership meeting.