

**Pi Theta Epsilon**  
**National Occupational Therapy Honor Society**  
**Constitution**

*Updated November 2014*

**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 a member of the Association of College Honor Societies (ACHS), 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 the 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.* Classes of Membership

- A. Student members shall be those who have at least a GPA of 3.5, 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 MEETINGS**

*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 Constitution;
  - 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
- D. 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 National Meeting.

#### *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 shall serve as liaison between PTE and the Association of College Honor Societies (ACHS).
- 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 National Office.

#### *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 shall have general supervision of the society between National Meetings and is vested with full power to conduct all business of the society between National Meetings. The EC shall be subject to the orders of the society and none of its actions shall conflict with action taken by the society.

*Section 3.* Meetings of the EC shall be called by the President or by any two voting members of the EC.

*Section 4.* A majority of the voting members of the EC shall constitute a quorum.

*Section 5.* 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 part of the minutes of the next meeting of the EC.

*Section 6.* 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, commonwealth or district which offer master 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 offer 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. Alumni members who do not choose to participate in a collegiate chapter may belong to the National PTE Alumni 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 national PTE 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.

Pi Theta Epsilon Chapter in a Box

### **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 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 CONSTITUTION**

This Constitution may be amended in any one of the following ways:

*Section 1.*

At the national meeting 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 national meeting by a three-fourths vote.