



## Frequently Asked Questions of the Pi Theta Epsilon Annual Business Meeting (ABM)

### When is the National Annual Business Meeting held?

The ABM is held in conjunction with the AOTA/NBCOT National Student Conclave, which is typically held during the month of November. Details regarding specific time and location of the business meeting will be emailed to chapter leadership as the event approaches.

### What business is conducted at the meeting?

Business conducted at the ABM includes election of the Nominations and Minutes Review Committees, voting on amendments to the Constitution, induction of new national officers, voting on financial matters such as when a national fee structure for chapters was established, and discussion of resolutions that chapters have proposed.

### Who can attend the business meeting?

Each chapter elects one member to serve as a delegate at the meeting. Members elected as delegates must have completed one semester's active membership in the chapter. The delegate may be:

- a. Any active member having completed one semester.
- b. An elected officer of the chapter.
- c. An alumni member who is currently active in chapter affairs.
- d. Any faculty advisor who has earned membership into PTE, who is NOT considered an honorary member, but is an active alumni member.

A chapter may establish other criteria so long as they do not contravene this policy or the Constitution. Other interested members may attend the meeting, but may not vote.

### How many votes does each chapter have?

Regardless of how many people from your chapter attend the meeting, each chapter is only allowed one vote.

### What if a delegate from our chapter can't come?

Chapters may elect to be represented by a delegate from another active chapter, who will act as a proxy and can carry the chapter's vote at the Annual Business Meeting. No chapter's delegate shall carry the vote of more than two chapters in addition to that of his/her own chapter. In either of these instances, the chapter President and one other member or officer shall sign an affidavit confirming that the representative has, indeed, been named to serve as delegate on behalf of said chapter. This affidavit must be presented to the Secretary at the time of delegate registration at the Annual Business Meeting.

### How do I propose a change to the PTE Constitution?

Chapters may propose resolutions using the PTE Resolution Form, available on the PTE website at [www.aotf.org](http://www.aotf.org). While resolutions may be submitted by chapters throughout the year, they must be received **no less than 30 days prior to the Annual Business Meeting** to be included in the agenda.

### Why should I attend?

By attending, you can:

- Be involved in decisions affecting PTE on a national level. This may include voting on amendments to the PTE Constitution, electing members to the Nominations Committee, and inducting new officers.
- Meet and network with PTE members from chapters across the nation.
- Share how your chapter is meeting the mission of PTE and obtain ideas from other chapters' activities
- *Attend a special educational session for PTE members by a leader within the field of OT which follows the Annual Business Meeting.*