**CONSTITUTION & BYLAWS**

**miniSPOTamericas**

**Constitution**

**Article I. Name**

This organization shall be known as the [INSERT SCHOOL & COUNTRY HERE] miniSPOTamericas.

**Article II. SPOTamericas Mission Statement**

SPOTamericas builds a better future for occupational therapy through service as an intercontinental platform dedicated to the development and connection of students and mentors within the occupational therapy international community.

**Article II. SPOTamericas Purpose**

SPOTamericas aims to connect students all over the Americas to increase internationalization and one way to do that is the miniSPOT. A miniSPOT is a small platform of students, within one university, with the interest in increasing internationalization and connecting with other American continents’ students. Students often think internationalization is something that happens abroad and forget about the multiple cultures we have in each country. Internationalization, however, is something that also happens at home, within your own school. The idea for miniSPOT started with the realization that not all students are able to access international opportunities, and a desire to ensure all OT students feel part of the SPOTamericas community.

**Article III. Mission and Vision for miniSPOT**

The miniSPOT benefits a university in many ways. It encourages students to be more involved in international projects/conferences which contributes to their professional identity. A miniSPOT also is a way to connect with other schools and create a bigger international network. It can be a huge benefit for your future career to begin networking internationally during your education. The vision of a miniSPOT is to bring more internationalization to the university.

Students can make their own plan on how this is going to happen. The platform takes the students’ needs into account and works on that. Each university may have different needs; when setting up a miniSPOT it is important to approach and anticipate those needs. All of these reasons lead to the conclusion that each miniSPOT has its own visions and goals developed by the students of that specific country.

**Article IV. Goals for a miniSPOT:**

* Connect OT students across Europe to increase internationalization through sharing opportunities, queries, and country perspectives.
* Bring more internationalization to your university within the comfort of your own classroom.
* *Yearly Goals*
  + For the best result, each miniSPOT can work with yearly goals. This makes it more sustainable. Below are some ideas for yearly goals:

1. Once a year the members of the miniSPOT hold a workshop regarding Internationalization.
2. Each month the members of the miniSPOT host an activity for other OT students.
3. The miniSPOT becomes an information point for matters of internationalization.

As written above, the miniSPOT is a platform for student by students. This gives the students the upper hand in the project, which is crucial and makes the involvement more personalized for the students’ needs. You can also involve a teacher who can function as a bridge between staff and students. Often, teachers can make organizations more likely to work and become sustainable. Of course, this is always a free choice. Keep in mind that when you do involve a teacher, it is important to keep the students’ vision the focus.

**Article V. Roles within the miniSPOT**

The following roles within the miniSPOT are options and can give you an idea of what

a board of a miniSPOT can look like. All students on the miniSPOT board will be volunteers appointed by the board members.

**President**

The president of the miniSPOT is responsible for:

1. Setting up the meetings
2. Leading the meetings
3. Being the contact for the teacher
4. Checking if all the other roles are being executed well
5. (Only when necessary) In control off the budget
6. Makes a budget plan
7. Keeping sight of the aims, mission, and vision
8. Evaluates and applies them
9. Also, the president automatically becomes the representative of SPOTamericas in your university.

**Vice President**

The vice-president is responsible for:

1. Making the agenda for the meeting
2. Writing the minutes of each meeting
3. (only when necessary) co-control on the budget
4. Co-works on the budget plan
5. Co-control on the aims, mission and vision

**Treasurer**

The treasurer is responsible for:

* Handle all financial matters
* Responsible for submitting request for funds (RFFs).
* Maintain an accurate budget account spreadsheet, adjusting appropriately after allocations and deposits.
* Complete monthly inventory report.
* Manage fund requests and approval process
* Prepare and present a budget overview
* Update the faculty advisor on the budget each month
* Assist other board members with any delegated tasks, if necessary.

**Social Media Lead**

The social media lead is responsible for:

1. Posting news on the social media pages
2. Staying up to date on OT-news
3. Head of the e-mail
4. Answers e-mail and spreads e-mails to the other miniSPOT members
5. Promoting activities on social media

**Outreach Coordinator**

The outreach lead is responsible for:

1. Contact person on international matters for all students in your university and outside your university
2. Establishing new partners in or outside your country.

**Head of Activities/IOC Chair**

The head of the activities is responsible for:

1. Creating new activities
2. Making posters for the activities and spreading them.

**Article VI. Advisor**

The Faculty Advisor shall be a designated Faculty Member at the university/school and serve as a liaison between the miniSPOT and university administration. The Faculty Advisor must sign-off on all funds allocations and is a non-voting member.

**Article VII. Meetings**

General open meetings shall be held. All members of the student body and faculty are welcome to attend.

**BYLAWS**

miniSPOTamericas

**The miniSPOTamericas shall:**

1. Participate in activities that increase internationalization

2. Participate in all required training programs

3. Provide a platform for connecting with other students

4. Provide a platform

**Article I.) miniSPOT members**  
[INSERT TEXT HERE]

**Article II.) Meetings**

Meetings shall be run in a respectful and welcoming environment.

[INSERT TEXT HERE]

**Article III) Board Rules**

[INSERT TEXT HERE]

**Article IV) Handling of Funds and Contracts**

[INSERT TEXT HERE]