

# OKLAHOMA OCCUPATIONAL THERAPY ASSOCIATION BYLAWS

## ARTICLE I - NAME

The name of the organization shall be the Oklahoma Occupational Therapy Association, Incorporated, hereinafter referred to as OKOTA.

## ARTICLE II - PURPOSE

Section 1. The purpose of OKOTA is to promote and improve the practice, study, research, and dissemination of knowledge of occupational therapy in the State of Oklahoma.

Section 2. OKOTA is a nonprofit corporation organized under the laws and regulations of the State of Oklahoma for the purposes enumerated above and its Articles of Incorporation

Section 3. OKOTA shall not engage in any activities prohibited by the laws and regulations of Oklahoma concerning non-profit corporations.

Section 4. OKOTA shall not engage in any activities which are prohibited by Internal Revenue Code Section 501 © 6.

## ARTICLE III - MEMBERSHIP

Section 1. Membership Classes

A. Occupational Therapist hereinafter referred to as OT, and Occupational Therapy Assistant, hereinafter referred to as OTA: one who holds a current, valid license to practice occupational therapy.

1. Rights and Privileges:

- a. may attend and participate in all regular and called meetings.
- b. may vote on all issues pertaining to OKOTA
- c. may hold office when elected and serve on committees when appointed, subject to the qualifications established by these Bylaws.
- d. shall receive documents that the Executive Board designates as annual membership benefits.

Occupational Therapy Student hereinafter referred to as

B. OTS: one who is enrolled in an accredited or approved occupational therapy program or a program that has filed request for the initial on-site survey. Membership as an OTS extends until successful completion of the certification examination.

1. Rights and Privileges

- a. may attend and participate in all regular and called meetings.
- b. may vote on all issues pertaining to OKOTA.
- c. may serve on committees.

- d. is not eligible to hold elected office other than student representative to OKOTA Executive Board, subject to the qualifications established by these Bylaws.
    - e. shall receive documents that the Executive Board designates as annual membership benefits.
- C. Retired: an OT or OTA of retirement age who is no longer providing occupational therapy services.
  - 1. Rights and Privileges
    - a. Shall have full membership privileges as outlined in Section 1 A of this Article of these Bylaws.
    - b. shall not be required to maintain a current, valid license to practice occupational therapy in Oklahoma.
- D. Disabled: an OT or OTA who is disabled and unable to provide occupational therapy services.
  - 1. Rights and Privileges
    - a. Shall have full membership privileges as outlined in Section 1 A of this Article of these Bylaws.
    - b. shall not be required to maintain a current, valid license to practice occupational therapy in Oklahoma.
- E. Honorary life: an OT or OTA who has been awarded the Helen Thompson Lifetime Achievement Award.
  - 1. Rights and Privileges
    - a. Shall have full membership privileges as outlined in Section 1 A of this Article of these Bylaws.
    - b. shall not be required to maintain a current, valid license to practice occupational therapy in Oklahoma.
- F. Organization, Corporation, or Associate: an individual or group of individuals or entity who are interested in promoting occupational therapy, but is not eligible for membership as an OT or OTA.
  - 1. Rights and Privileges
    - a. may attend and participate in all regular and called meetings.
    - b. may serve on committees, but not as the chairperson. is not eligible to hold office.
    - c. is not eligible to vote in the affairs of OKOTA nor in the election of officers
    - d. may receive special rates on advertising, exhibit tables at conference, mailing labels, and other assistance in communicating with OKOTA members.
    - d. shall receive other services that the Executive Board designates as annual membership benefits.

Section 2. Good Standing

- A. An individual member who meets the qualifications for membership in the appropriate classification, has paid the appropriate fee, and agrees to uphold the standards and ethics of OKOTA is a member in good standing.
- B. The Executive Board shall determine the annual dues for all classes of membership.
- C. The membership year is concurrent with the fiscal year.

## **ARTICLE IV - MEETINGS**

### Section 1. Regular Meetings

- A. OKOTA will conduct a minimum of one business meeting per year.
- B. The place, day, and hour of any regular meetings will be published at least 60 days prior to the meeting date.
- C. The agenda for the meetings will be announced in an official publication of OKOTA at least twenty-one (21) days prior to the meeting date.
- D. Ten voting members present in person shall constitute a quorum.
- E. Any items of business arising from the floor shall be referred to the Executive Board for action.

### Section 2. Special Meetings

- A. The President, or three members of the Executive Board, may call special meetings of the membership.
- B. The call for the special meetings must state the business to be transacted, and no other business may be transacted that is not stated in the call.
- C. The place, day, hour, and purpose of the special meeting will be announced in an official publication of OKOTA at least twenty-one (21) days prior to the meeting.
- D. Ten voting members present in person shall constitute a quorum.

## **ARTICLE V - OFFICERS**

### Section 1. Officers

- A. The officers of OKOTA shall be: President, Vice-President, Secretary, Treasurer, OTA Representative, and Student Representative.
- B. These officers shall perform the duties prescribed by these Bylaws and other such duties applicable to the office as prescribed by the parliamentary authority and the Policy and Procedures Manual, adopted by OKOTA.

### Section 2. Eligibility

- A. Any candidate for the office of President or Vice President must have been a member of OKOTA for three (3) years prior to the nomination deadline, and shall have served on the Executive Board as a voting or non-voting member for at least one year during the last three years.
- B. Any candidate for the other offices must have been a member of OKOTA for six (6) months prior to the nomination deadline.
- C. All officers shall maintain their membership in good standing with OKOTA and AOTA during their term of office.
- D. A member must reside or work in the state of Oklahoma in order to run for or hold any office in OKOTA.
- E. No state officer can concurrently hold a position as an elected officer in AOTA or another state's OT membership organization.

### Section 4. Election of State Officers

- A. State Officers shall be elected from a slate prepared by the Nominating Committee.

- B. The Nominating Committee, selected by the Executive Board, shall consist of three (3) OKOTA members, and is terminated after the destruction of the ballots.
- C. The Nominating Committee members shall elect the Chair of the committee from its members at their first meeting.
- D. The election shall be completed by June 30.
- E. The results shall be announced in the official publications of OKOTA and at the next regular meeting of OKOTA.

Section 5. Term of Office

- A. The President, Vice-President, Secretary, Treasurer, and OTA Representative shall be elected for a two-year term. The Student Representative will be elected for a one-year term.
- B. Each officer may not serve more than three consecutive terms in the same office.
- C. The President, Secretary, and the OTA Representative shall be elected in odd numbered years. The Vice President and Treasurer shall be elected in even numbered years. The Student Representative shall be elected yearly.
- D. Officers shall assume the duties of the office July 1 following their election.

Section 6. Vacancies

- A. In the event of a vacancy in the office of President, the Vice President shall serve as and shall assume the duties of President.
- B. When the Vice President is unable to assume the office of President, the Treasurer assumes the office of President until a special election is held for a President and Vice President.
- C. When vacancies occur in any other office of OKOTA, the Executive Board may appoint a temporary substitute who will serve until a replacement can be elected at the next regular business meeting.
- D. If a vacancy occurs within three months of the expiration of term of office, the appointed substitute may complete the term.

Section 7. Resignation

- A. The President, Vice-President, Treasurer, OTA Representative, and Student Representative shall submit to the Secretary of OKOTA, a written request for resignation.
- B. The Secretary shall submit to the presiding officer of OKOTA a written request for resignation.
- C. The Executive Board shall receive and act upon the request for resignation.

Section 8. Censure

Motions to censure an officer may be made in accordance with due process as stated in the Policies and Procedures adopted by OKOTA.

Section 9. Removal

Removal of an elected officer may be made in accordance with due process as stated in the Policies and Procedures, adopted by OKOTA, for failure to maintain the qualifications for the office, neglect or failure to perform duties, or unethical professional behavior as stated in the Oklahoma licensure law or regulations for practicing OTs and OTAs.

**ARTICLE VI - REPRESENTATION TO AOTA REPRESENTATIVE ASSEMBLY**

Section 1. A Representative and Alternate Representative shall be elected by ballot of individual AOTA members in good standing within the Oklahoma election area. OKOTA Nominating Committee shall conduct the election.

Section 2. The election shall be conducted in accordance with the schedule established by AOTA.

Section 3. The Representative and Alternate Representative terms of office, qualifications and duties, and regulations regarding vacancies and absences, resignations, censure, removal and appeal are those stipulated in the AOTA Bylaws.

**ARTICLE VII - EXECUTIVE BOARD**

Section 1. Name

The executive body of OKOTA shall be known as the Executive Board, and may be referred to as the Board.

Section 2. Members

- A. The voting members of the Executive Board shall consist of the officers of OKOTA. Either the Representative or Alternate Representative to AOTA from Oklahoma shall be a voting member, with the other being a nonvoting member.
- B. The other nonvoting members shall consist of Chairs of the Standing Committees.

Section 3. Meetings

- A. Meetings shall be held when necessary, but at least four times a year.
- B. A quorum shall consist of four voting Executive Board members.
- C. Minutes of the meeting shall be public.
- D. When business of the Board must be conducted between scheduled meetings and a special meeting has not been called, an electronic voting method may be used.

Section 4. The Executive Board shall:

- A. approve the annual operating plan and budget for OKOTA
- B. develop plans, methods, services, and priorities to implement the stated objectives of OKOTA
- C. manage the affairs of OKOTA between general meetings.
- D. schedule all meetings of OKOTA.
- E. make recommendations to the membership on: national affairs, state policy, amendments to the Bylaws.

- F. confirm appointments made by the President to fill vacancies in elected offices and in committee Chair positions.
- G. appoint the Nominating Committee
- H. determine policies and procedures related to the financial affairs of OKOTA, which may include methods to generate income such as dues, fees, sales, benefits, and workshops.
- I. determine the fiscal year of OKOTA.
- J. determine the membership dues for all classes of membership.
- K. authorize the Treasurer to pay bills within the financial operating plan.
- L. authorize the payment of bills that are above or outside the annual financial operating plan.
- M. authorize the employment of an Administrative Assistant and other personnel to assure that the affairs of OKOTA are effectively managed, and define the duties and set the compensation for such personnel.
- N. evaluate the job performance of the Administrative Assistant on at least a yearly basis.
- O. approve the general policies and guidelines for making or revising contracts.
- P. determine the location of the OKOTA office and/or address for correspondence.

## **ARTICLE VIII - COMMITTEES**

Section 1. There shall be six (6) Standing Committees established to insure the welfare of OKOTA and to fulfill its purpose. The President shall appoint the Chair, with confirmation of the Board, who serves concurrent with the President's term of office. Members are recommended by the Board or selected by the Chair, with confirmation by the Board. Chairs shall serve as nonvoting members of the Executive Board.

### Section 2. Standing Committees

- A. Conference Committee: shall be responsible for the development and organization of OKOTA's Annual Conference.
- B. Continuing Education Committee: shall be responsible for the continuing educational programs sponsored by OKOTA, including Special Interest Section activities.
- C. Development Committee: shall have the responsibility for the organization of fund-raising activities.
- D. Membership Committee: shall have responsibility for the development and enhancement of services and recognitions to the membership of OKOTA.
- E. External Affairs Committee: shall have responsibility for legislative, reimbursement, or public relations issues on behalf of OKOTA.
- F. Bylaws Committee: shall review OKOTA Bylaws, policies, and procedures contemporaneous with the membership needs and internal consistency.

Section 3. Ad Hoc committees may be created by the President, confirmed by the Board, to address a specific task, and shall be disbanded after presenting a final report.

## **ARTICLE IX - STANDARDS AND ETHICS**

- Section 1. All members of OKOTA shall be bound by the standards and ethics approved by the Representative Assembly of AOTA.
- Section 2. Any member who loses one's license to practice in Oklahoma shall be denied professional membership in OKOTA for the duration of the suspension or termination of the license to practice.
- Section 3. Membership in OKOTA may be suspended at any time by a majority vote of the Executive Board for malpractice or for conduct unbecoming a member of this Association.

## **ARTICLE X - AMENDMENTS TO BYLAWS**

- Section 1. Changes to the Bylaws will be presented to the Board at any regular or special meeting of the Board.
- Section 2. After a two-thirds (2/3) vote of the Board, the changes will be submitted to the membership.
- Section 3. Bylaws shall be amended by an affirmative vote of the majority of members in a mail or electronic ballot.
- Section 4. The results of Bylaws changes shall be printed in the official publications of OKOTA.
- Section 5. Technical Corrections.  
A. The Bylaws Committee shall have authority to make technical, editorial, and clerical corrections to keep the Bylaws consistent without calling for a vote of the membership.  
B. Any reasonable doubt as to whether a correction is technical, editorial, or clerical as opposed to substantive shall be resolved by submitting a motion to the Board for vote.
- Section 6. Effective Date.  
A. Amendments to the Bylaws shall become effective immediately upon adoption by the membership, unless otherwise stated in the amendment.  
B. Any change in the Bylaws to an elected position will become effective at the end of the term of office

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of *Robert's Rules of Order, Newly Revised* shall govern OKOTA in all cases where they are applicable and in which they are consistent with these Bylaws and other special rules of order OKOTA may adopt.

## **ARTICLE XII - DISSOLUTION**

Should OKOTA be dissolved for any reason, the remaining assets will be divided equally between the occupational therapy programs in the State educational institutions in Oklahoma.

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March 2008; technical changes March 2010

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