

BYLAWS
of the
ALABAMA OCCUPATIONAL THERAPY ASSOCIATION

ARTICLE I

NAME

- Section 1. The organization shall be called the Alabama Occupational Therapy Association, Incorporated and herein after shall be referred to as the ALOTA.
- Section 2. The ALOTA shall collaborate with the American Occupational Therapy Association, Inc. herein after referred to as the AOTA, in compliance with the rules and regulations set forth by the Bylaws of the AOTA.
- Section 3. The ALOTA shall not engage in activities which are prohibited by the Internal Revenue Code, within a not for profit status.

ARTICLE II

OBJECTIVES

The objectives of the ALOTA shall be to:

- A. improve and advance the practice of occupational therapy;
- B. improve and advance the education and qualifications of occupational therapists and occupational therapy assistants;
- C. maintain standards of performance;
- D. foster research and study of occupational therapy;
- E. further the dissemination of knowledge of the practice of occupational therapy;
- F. collaborate with the AOTA in carrying out their objectives.

ARTICLE III

MEMBERSHIP

- Section 1. Membership Classifications. The membership of the ALOTA shall be divided into two (2) classes:
- A. Active
 - B. Associate
- Section 2. Qualifications for Active Membership:
- A. Occupational therapist: one who has met the educational or qualifying standards set by the National Board for Certification in Occupational Therapy herein after referred to as the NBCOT;
 - OR
 - B. Occupational therapy assistant: one who has met the educational or qualifying standards set by the NBCOT;
 - OR
 - C. Student: one who is enrolled in an accredited educational program leading either to the qualification of OTR or COTA;

OR

- D. Honorary Life: membership conferred upon Active ALOTA members who have performed distinguished service in the field of occupational therapy as determined by the vote of the membership.

Section 3. Qualifications for Associate Membership:

- A. Friend: one who is interested in promoting occupational therapy but who is not eligible for any other membership category;
- B. Agency/organization not eligible for any other membership category but is interested in promoting occupational therapy

Section 4. Rights and Privileges of Active Members

- A. Occupational Therapists and Occupational Therapy Assistants:
 - 1. may attend and participate in all regular and called meetings;
 - 2. may vote on all issues pertaining to the ALOTA;
 - 3. may hold office, chair or serve on committees, subject to the qualifications established by the Bylaws;
 - 4. will receive the Newsletter and routine mailings of the ALOTA;
 - 5. will receive a reduced rate for conference registration, materials and other offerings of ALOTA as determined by the Executive Board.
- B. Student:
 - 1. may attend and participate in all regular and called meetings;
 - 2. may vote on all issues pertaining to the ALOTA;
 - 3. may chair special committees;
 - 4. may serve on committees;
 - 5. will receive the Newsletter and other routine mailings of the ALOTA;
 - 6. will receive a reduced rate for conference registration, materials and other offerings of the ALOTA as determined by the Executive Board.
- C. Honorary Active Life:
 - 1. maintains all rights and privileges of qualifying membership category;
 - 2. will receive a waiver of annual dues.

Section 5. Rights and Privileges of Associate Members:

- A. All categories:
 - 1. may attend and participate in all regular and called meetings;
 - 2. may serve on committees;
 - 3. will receive the Newsletter and routine mailings of the ALOTA.

Section 6. Transfer of Membership:

Members of affiliated associations will be accepted in appropriate status upon presentation of proper credentials of the affiliate from which the member is transferring.

Section 7. Members in Good Standing:

- A. Shall meet the qualifications for membership in one of the membership classes.
- B. Shall pay the annual membership dues in a timely manner.
- C. Shall uphold the standards and ethics of ALOTA.

ARTICLE IV

OFFICERS

- Section 1. Officers:
The officers of the ALOTA shall be: President, Vice-President, Secretary, Treasurer and President-Elect.
- Section 2. Election:
The officers shall be elected by individual active members in good standing prior to the annual meeting. The officers will be announced at the annual meeting.
- Section 3. Officers:
The officers of the elected Executive Board shall be the President, Vice-President, Secretary and Treasurer of the ALOTA and shall serve in the same capacity.
- Section 4. Term in office:
Members shall serve for the duration of their term in office.
- Section 5. Meetings:
A. regular meetings shall be open and shall be held quarterly;
B. a special or called meeting shall be held at the request of any member of the Board;
C. minutes of the meetings of the Board shall be public.
- Section 6. Duties and Authority of the Executive Board shall be to:
A. manage the affairs of the ALOTA between membership meetings;
B. create and dissolve special committees as deemed necessary;
C. prepare a budget for the ensuing fiscal year to be presented to the membership for approval through the newsletter or a special mailing;
D. authorize the payment of bills that are above or outside the budgeted allotment;
E. establish the time for meetings of the ALOTA;
F. make recommendations to the membership on:
1. national affairs
2. state policy
3. amendments to the Bylaws
4. dues and special assessments
5. other appropriate issues
G. recognize and receive district associations in accordance with the Bylaws;
H. obtain qualified advisors in various fields to assist the ALOTA as needed;
I. has power by the majority to vote to disqualify officers, committee chairs or members of its own body for repeated failure to perform the duties of their office;
J. submit annually, a list of names to the Governor of the State of Alabama for appointments to the Alabama State Board of Occupational Therapy within forty-five(45) days prior to the next calendar year.

ARTICLE V

EXECUTIVE BOARD

- Section 1. Name:
The executive body of the ALOTA shall be called the Executive Board.
- Section 2. Members:

The Executive Board shall consist of the following voting members: elected officers (President, President-Elect, Vice-President, Secretary, Treasurer), government affairs chair, representative assembly delegate, chair of each district, membership chair, recognitions chair, media chair, continuing education chair, COTA liaison and one student representative from each program. The immediate past-president shall be a non-voting member.

Section 3. Duties of the Chairs:
The chair of each standing committee shall be a member of the Executive Board and shall submit annual action plans/budgets and a report for discussion at meetings of the Executive Board and shall submit a brief activity report at the membership meeting. The Chair of each standing committee shall prepare an annual report. They shall-submit one copy to the newsletter editor, one copy to the President and the third copy is filed in the committee notebook. Each standing committee shall have a standard operating procedure which specifies its responsibilities and functions as approved by the Executive Board.

Section 4. The Executive Board shall have the power to create and dissolve special committees. Such committees shall be responsible for presenting reports to the Executive Board at regular intervals and upon completion of their assignment.

ARTICLE VI

COMMITTEES

- Section 1. Standing Committees:
- A. Membership:
 - 1. shall consist of at least two members including the chair;
 - 2. shall serve for a period of two years corresponding with the President's term of office;
 - 3. shall investigate and determine the eligibility and membership classification of all members with the exception of Honorary Life Members;
 - 4. shall issue a call for dues at least sixty (60) days prior to the expiration of each membership on the rotating calendar year;
 - 5. the membership committee shall keep a register of the names, position and address of all members in good standing according to membership classifications;
 - 6. shall issue membership cards to all paid members of ALOTA annually;
 - 7. shall make nominations for Honorary Active Life members to go before the membership for approval.
 - B. Program:
 - 1. shall consist of at least two members including the Vice-President as chair;
 - 2. shall serve for two years corresponding with the Vice-President's term of office;
 - 3. shall plan and implement the program for regular and special meetings of the ALOTA;
 - 4. shall work in coordination with the program chairs of other allied health associations in planning combined meetings.
 - C. Practice:
 - 1. the chair shall represent one specialty section and shall appoint a member to represent each of the other specialty section of the AOTA;
 - 2. shall serve for two years corresponding with the President's term of office;

3. each member shall serve as a liaison to the corresponding specialty sections of the AOTA;
 4. shall work in cooperation with the program committee of the ALOTA.
- D. Media
1. shall consist of at least two members including the chair;
 2. shall serve for a period of two years corresponding with the President's term of office;
 3. shall promote awareness of occupational therapy through various forms of media;
 4. shall coordinate activities with the AOTA.
- E. . Recognition:
1. shall consist of at least three members including the chair;
 2. shall serve for a period of two years corresponding with the President's term of office;
 3. shall publicize categories, Qualifications, and procedures for candidates of all recognitions, awards and scholarships granted by ALOTA;
 4. may recommend policies for eligibility or guidelines for award procedures to the membership for approval;
 5. shall recommend to the President the proposed recipients of recognitions, awards and scholarships for final approval prior to the recipient's notifications.
- F. Government Affairs:
1. shall consist of at least two members including the chair;
 2. shall serve for a period of two years corresponding with the President's term of office;
 3. shall be responsible for coordinating legislative efforts with AOTA Government Affairs Committee and the Government Affairs Division on the national and state legislative and civil service matters of concern to ALOTA.
- G. Continuing Education
1. Shall consist of at least two members including the chair
 2. shall serve for a period of two years corresponding with the President's term of office
 3. shall be responsible for maintaining records of continuing education events

Section 3.

- Eligibility:
- A. Occupational therapists and occupational therapy assistants who are active members are eligible for any office, subject to the additional qualification stated in the Bylaws;
 - B. Additional qualifications for elected officers:
 1. shall have been an active member in good standing for a minimum of two years prior to election;
 2. shall have served as a state or district officer, chair of a standing committee or SIS, COTA liaison or RA representative to AOTA for a minimum of one year;
 3. shall have consented to serve if elected.
 - C. The ALOTA Executive Board shall have the authority to waive the minimum qualifications for person with comparable qualifications.

Section 4.

- Term of Office:
- A. The term of office shall be two years;
 - B. Office shall be assumed on July 1;
 - C. Treasurer shall be elected and assume office in the odd numbered years
 - D. Vice-President and Secretary shall be elected and assume office in even numbered years

- E. President-Elect shall be elected in the even numbered year prior to assuming office as President in the odd numbered year. The term of the office for the President-Elect is one year and the term of office of the President is two years. .

Section 5. Vacancies in Office:

In the event of a vacancy in any office other than the President, the usual procedure of election will be followed. An officer so elected shall serve the unexpired term of the office to which elected. In the case of a vacancy in the office of President, the Vice-President shall automatically assume the incumbent position and serve out the remainder of that term. If the vacancy is less than six (6) months, the President can appoint a temporary replacement with the approval of the Executive Board.

Section 6. Duties:

In addition to the rights and duties provided elsewhere in the Bylaws, or as custom or parliamentary usage may require, the officers have the rights and duties respectively assigned to them in succeeding sections of this Article. Each officer (including President-Elect) serves as a voting member of the Executive Board.

Section 7. President

- A. shall guide and conduct the activities of the ALOTA in accordance with the general policies of the AOTA;
- B. shall furnish credentials for the Representative and Alternate Representative, or shall notify the Secretary of the Representative Assembly if no representation, if possible.
- C. shall submit copies of the ALOTA reports as stipulated by the Representative Assembly;
- D. shall serve as representative of ALOTA to the Association of State Association Presidents (ASAP);
- E. shall be the chief executive officer of the ALOTA and the Executive Board;
- F. shall appoint all committee chairs from the Active Membership and shall be an ex-officio member of all committees except the Nominating Committee;
- G. shall appoint a Parliamentarian for this term of office;
- H. send out proper notices of all Executive Board meetings to all officers, Board members and committee chairs;
- I. conduct the correspondence of the ALOTA except as otherwise provided;
- J. shall countersign transfer of membership forms issued by the treasurer;
- K. shall have the power to sign all written obligations of the ALOTA and shall have the general powers of supervision and active management usually vested in that office.

Section 8. Vice-President:

- A. shall assist the President in the discharge of duties and shall discharge the duties of the President in his or her absence, or in the event of a vacancy in that office shall fill the unexpired term;
- B. shall serve as Vice-President of the Executive Board;
- C. shall serve as Program Chair;
- D. discharge other duties as designated by the President.

Section 9. Secretary:

- A. shall be responsible for recording and forwarding the minutes of the meetings of the ALOTA and the Executive Board for distribution to the Executive Board. The minutes will be on file with the Secretary and Historian and are available upon request of the Secretary.
- B. shall within thirty (30) days after the election of officers, send to the President, Secretary and Executive Director of the AOTA a complete roster of current

ALOTA officers and committee chairs including term of office and mailing address and shall promptly update any changes in elected offices, committee chairs and representatives which may occur during the year.

- C. shall file a current copy of the Bylaws of the ALOTA with the Committee of State Association Presidents in accordance with the AOTA Bylaws;
- D. shall mail special notices as requested;
- E. shall carry out voting by mail, electronic mail or proxy when directed to do so by the Executive Board.

Section 10. Treasurer:

- A. shall be custodian of all funds of the ALOTA;
- B. shall prepare a budget proposal for the next fiscal year in accordance Article XII, Financial Administration, of the Bylaws of the ALOTA;
- C. shall pay all bills upon the authorization of the President; all bills above or outside budget allotment shall be paid upon authorization of the Executive Board;
- D. shall keep an itemized record of all financial transactions and give a written report of same at each meeting of the ALOTA and the Executive Board; and/or prior to the termination of office;
- E. shall present an audited financial statement at the end of each fiscal year;
- F. shall submit a budget proposal for expenses anticipated by the office of Treasurer;
- G. shall be bonded with the expense included in the budget;
- H. shall, when appropriate, request budget proposal from the ALOTA officers and/or chairs.

Section 11. President-Elect:

Serve as an observer of the business of the ALOTA and ex-officio voting member of the Executive Board. The duties shall be flexible and shall serve as an orientation period for the new President.

ARTICLE VII

COTA LIAISON

Section 1. shall serve as a liaison between the state ALOTA members and AOTA and communicate all matters related to such;

Section 2. shall serve for a period of two years and may be reappointed;

Section 3. shall submit an annual report to their appointed AOTA's COTA Liaison;

Section 4. shall submit an annual report to the ALOTA Executive Board.

ARTICLE VIII

STUDENT REPRESENTATIVE

- Section 1. one student representative shall be elected, by the student members of the Student Occupational Therapy Associations (SOTAS) of each accredited curriculum in the State of Alabama;
- Section 2. shall serve on the Executive Board for one year with a term running from July through June;
- Section 3. shall be a voting member of the Executive Board and represent the issues and concerns of the students to the Executive Board of ALOTA.

ARTICLE IX

MEETINGS

- Section 1. The ALOTA shall conduct at least one meeting a year.
- Section 2. The meeting shall be the annual business meeting at a time and place designated by the Executive Board.
- Section 3. Special meetings may be called by the President or by three members of the Executive Board or by the majority of the voting membership. The call for special meeting must state the business to be transacted. No business may be transacted that is not stated in the call. The membership shall be given two weeks notification of the time, place, and purpose of the called meeting.
- Section 4. Except as otherwise provided, all meetings of the ALOTA and of the Executive Board shall be governed by parliamentary procedures stipulated in the current edition of Robert's Rules of Order Newly Revised.

ARTICLE X

THE QUORUM

- Section 1. The quorum for transacting business at a meeting shall be 20% of the voting members.
- Section 2. The quorum for transacting business at a meeting of the Executive Board shall be a majority of the voting members.

ARTICLE XI

NOMINATIONS AND ELECTIONS

- Section 1. The chair of the nominating committee shall be appointed by the President with the approval of the Executive Board, not later than four months prior to election and serve through the completion of duties for that year. The chair shall appoint the committee.
- Section 2. The nominating committee chair shall be an Active member of the ALOTA and shall have consented to serve.
- Section 3. Responsibilities:

- A. shall publish a call for nominations and shall determine qualifications of potential candidates.
- B. at least sixty (60) days prior to the annual ALOTA meeting, the nominating committee shall correspond to the Active ALOTA members in the election area a slate of nominees and their qualifications for the positions;
- C. at least thirty (30) days prior to the annual meeting, the nominating committee shall publish separately, to the website or in the newsletter of the ALOTA the official state of candidates and their qualifications for ALOTA elective positions;
- D. the ballots for each slate shall be marked by the Active members concerned and returned to the chair of the nominating committee by the date specified for each, at which time the election shall be closed. The nominating committee shall count the ballots and a majority of the votes returned shall constitute election;
- E. the nominating committee will make its report at the annual business meeting.

Section 4. Elections:

- A. candidates must be qualified and consent to serve if elected;
- B. voting shall be by written or electronic ballot,
- C. plurality of votes is needed for election;
- D. officers elected shall take office on July 1.

ARTICLE XII

FINANCIAL ADMINISTRATION

- Section 1. The fiscal year shall be determined by the Executive Board.
- Section 1a. A yearly budget shall be formulated two months prior to the beginning of each fiscal year.
- Section 2. The annual membership dues for all classes of membership shall be determined by the Executive Board and approved by 2/3 of the total members voting of the Executive Board.
- Section 3. Membership year and corresponding dues will be determined by the Executive Board. Dues shall be payable on or before the first day of the membership year.
- Section 4. Any individual who is in arrears for dues for more than three months shall be automatically dropped from membership in the ALOTA.
- Section 5. Any person may be reinstated in the ALOTA for the remainder of the fiscal year upon full payment of the membership dues; shall receive ALOTA Newsletter and mailings beginning with the date of payment.
- Section 6. Members of affiliated associations will be accepted as members of the ALOTA in appropriate status upon presentation of proper credentials.
- Section 7. Special assessments may be recommended by the Executive Board and presented to the membership for ratification.
- Section 8. Contributions to the ALOTA shall be distributed as requested by the contributor.
- Section 9. Movement of funds from one account to another must be approved by the Executive Board.

- Section 10. Special assessments:
- A. registration fees may be levied by the program committee for special programs;
 - B. special assessments recommended by the Executive Board must be voted on by the membership;
 - C. special assessments and program registration fees may be levied by a District membership and the approval of the ALOTA Executive Board.
- Section 11.
- A. All monies raised by any within the districts shall be forwarded to the treasurer
 - B. All monies requested are subject to approval by the Executive Board.

ARTICLE XIII

ETHICS AND DISCIPLINE

The procedures for handling matters of ethics and discipline shall conform to the stipulations in the Bylaws of the AOTA.

- Section 1. All members and components of ALOTA shall be bound by all Standards and Ethics of the AOTA as well as the Occupational Therapy Practice Act of the State of Alabama.
- Section 2. Membership in the ALOTA may be suspended for malpractice and unprofessional conduct. Suspension is by majority vote of the Executive Board.

ARTICLE XIV

OTHER ACTIVITIES

- Section 1. Representative and Alternate Representative to the Representative Assembly:
- A. The ALOTA shall conduct elections for the Representative and Alternate Representative according to the AOTA Bylaws and guidelines.
 - B. Responsibilities, qualifications, duties, term of office and related details shall be as determined by AOTA.
 - C. The Representative and Alternate Representative shall be voting members of the Executive Board and act as a liaison to the AOTA. Both Representatives shall actively collaborate with the President as leaders of ALOTA.

ARTICLE XV

DISTRICTS

- Section 1. Composition:
The ALOTA may be divided into districts stemming from the interest of the local therapists. This interest must be expressed by petition to the Executive Board with the signatures of at least five certified occupational therapists who are Active members of the ALOTA. Approval

by a plurality of members voting at an Executive Board meeting of the ALOTA to establish a new District.

- Section 2. Membership:
Categories shall correspond with the membership categories of the ALOTA.
- Section 3. Officers:
The officers of each District may include Chair, Co-Chair, Secretary and Treasurer.
- Section 4. Eligibility for Office:
Occupational Therapy Practitioners who are Active members of ALOTA shall be eligible to fill the offices.
- Section 5. A. The Chair or designated representative shall serve on the Executive Board of the ALOTA, preside at all District meetings, make annual report to the ALOTA, and be responsible for all correspondence of the District.
B. The Co-Chair shall assist the Chair and preside at District meetings when the Chair is absent.
C. The Secretary shall take the minutes of the meetings and send notice of meetings. Shall preside when both Chair and Vice-Chair are absent and shall perform other duties as delegated by the Chair.
D. The treasurer (of the district) shall collect any money generated by the district and forward it to the ALOTA treasurer. Shall request ALOTA treasurer to pay any bills for district or reimburse for expenditures. Shall perform all other duties as delegated by the Chair.
- Section 6. Term of Office:
All officers shall serve a two-year term. New officers shall assume their duties on July 1. The Chair and Vice-Chair shall be elected in odd numbered years and the Secretary and Treasurer shall be elected in even numbered years.
- Section 7. Meetings:
Meetings shall be held at regularly stated intervals, to be scheduled by the officers of the District. A minimum of three meetings shall be called annually in order to remain recognized as an affiliated body of the ALOTA. At least one of the officers of the District shall be present at each meeting.
- Section 8. Bylaws:
The Bylaws or standard operating procedure of the District shall conform to the Bylaws of the ALOTA.
- Section 9. Dissolution of a District: The Executive Board of the ALOTA shall have, by the majority vote, the authority to dissolve a District should it be out of compliance with the ALOTA Bylaws.
- Section 10. Good Standing:
Members are in good standing if they have paid their current ALOTA dues and District dues if such is required.

ARTICLE XVI

AMENDMENTS

- Section 1. An amendment to these Bylaws may be made at any called meeting of the ALOTA by a two-thirds vote of the Active members present or by a majority of mail ballots returned, provided notice of the proposed amendment has been sent to each Active member thirty (30) days prior to the voting and shall become effective on date of passage. Executive Board approval must occur before the voting.
- Section 2. Those changes required by the AOTA shall be incorporated into this document by the Bylaws committee with the approval of the Executive Board. The membership must be notified of such changes.
- Section 3. Copies of Bylaws will be sent to all new members by the membership committee.

ARTICLE XVII

PARLIAMENTARY AUTHORITY

Except as otherwise noted, all meetings of the ALOTA and the Executive Board shall be governed by the parliamentary rules and procedures stipulated in Robert's Rules of Order Newly Revised.