

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 all routine correspondence 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 all routine correspondence 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 all routine correspondence 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 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, chair of each district, membership chair, recognitions chair, social media chair, and the student advisory board. 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 executive board, and retain a copy for committee records. 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. Appointed by the President;
 2. Serves for a period of two years corresponding with the President's term of office;
 3. Investigates and determines the eligibility and membership classification of all members;
 4. Oversees the renewal process for membership, including provision of notification of pending expiration;
 5. Maintains an up-to-date registry of the names and associated demographic information of all members in good standing;
 6. Requests a list of licensees from the Alabama State Board of Occupational Therapy at least twice a year, ideally following the licensure biannual renewal date;
 7. Reconciles the licensee list to identify member prospects (i.e., new licensees to the state who have not been previously identified as future members);
 8. Provides records pertaining to membership in a timely manner, upon request by the Executive Board;
 9. Recommends membership drive initiatives to the President, by extension, the Executive Board;
 10. Primary coordinator of board approved membership initiatives;
 11. Collaborates with Social Media Chair in promotion of continuing education offerings;
 12. May nominate members for Honorary Active Life membership status to the Executive Board; following approval, nominees would need approval from membership.
 - B. Government Affairs:
 1. Appointed by the President;
 2. Serves for a period of two years corresponding with the President's term of office;

3. 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;
 4. To the greatest extent possible, coordinates activities with AOTA while still serving the primary interest of the membership of ALOTA;
 5. Along with the President, serves as sole communicator with lobbyist;
 6. Coordinates all lobbying efforts, including but not limited to OTPAC fundraising, grassroots lobbying efforts, provision of legislative testimonies, and monitoring legislation of interest;
 7. Proposes government affairs initiatives to the President, and by extension, the Executive Board;
 8. Recommends political contributions from OTPAC;
 9. Coordinates with OTPAC to ensure accurate and timely reporting of PAC revenue and expenditures to the Alabama Secretary of State;
 10. Collaborates with Social Media Chair in promotion of government affair initiatives.
- D. Social Media:
1. Appointed by the President;
 2. Serves for a period of two years corresponding with the President's term of office;
 3. Promotes awareness of occupational therapy through various forms of media;
 4. To the greatest extent possible, coordinates activities with AOTA while still serving the primary interest of the membership of ALOTA;
 5. Proactively manages content of website, including but not limited to front page posts, social media plug-ins, site links, and aforementioned collaborations for continuing education, government affairs, membership, and recognitions;
 6. Requests content for media promotion from Executive Board and members;
 7. Recommends awareness initiatives to the President, and by extension, the Executive Board.
- E. . Recognitions:
1. Appointed by the President;
 2. Serves for a period of two years corresponding with the President's term of office;
 3. Publicizes categories, qualifications, and procedures for candidates of all recognitions, awards and scholarships granted by ALOTA;
 4. Recommends policies for eligibility or guidelines for award procedures to the membership for approval;
 5. Recommends to the President the proposed recipients of recognitions, awards and scholarships for final approval prior to the recipient's notifications;
 6. Recommends monetary amounts and/or gifts associated with awards to the President, and by extension, to the Executive Board;
 7. May form a committee to assist with recommendations for recipients of recognitions, awards and scholarships;
 8. Ensures that agreed upon awards are appropriately bestowed in a public forum, typically at a statewide continuing education offering;
 9. Collaborates with Social Media Chair in promotion of awards and recognitions.
- F. District Chairs:
1. Appointed by the President;
 2. All responsibilities and activities should be in accordance with Article XIV, Districts, of the Bylaws of ALOTA.
- G. Student Advisory Board:

1. Appointed by the President;
2. The student advisory board shall be considered as having one vote for Executive Board matters. In the event of lack of consensus, the majority opinion will be accepted as a single vote;
3. All responsibilities and activities should be in accordance with Article XIII, Districts, of the Bylaws of ALOTA.

- 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 participate as a committee member 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 (but excluding the immediate past President) serves as a voting member of the Executive Board.

- Section 7. President
- A. Has general powers of supervision and active management usually vested in the office of chief executive, including but not limited to adherence to bylaws, and advancement of the mission and objectives of ALOTA;
 - B. Serves as signatory for all written obligations of ALOTA, including financial accounts;
 - C. Conducts correspondence on behalf of ALOTA, directly or through delegation;
 - D. May appoint all committee chairs from the active membership;
 - E. May serve as an ex-officio member on all committees;
 - F. May appoint a Parliamentarian;

- G. Sends out proper notices of all Executive Board meetings to all officers, board members and committee chairs, directly or through delegation;
- H. Conducts business and board meetings, in conjunction with the executive board;
- I. Along with the Government Affairs Chair, serves as sole communicator with lobbyist;
- J. Collaborates with the Alabama State Board of Occupational Therapy (ASBOT) to the greatest extent possible, while still serving the primary interest of the membership of ALOTA;
- K. In conjunction with ASBOT, remits applications to the Governor's office for consideration of a board member appointment to ASBOT;
- L. Collaborates with the American Occupational Therapy Association (AOTA) to the greatest extent possible, while still serving the primary interest of the membership of ALOTA;
- M. Serves as representative of ALOTA to the AOTA Association of State Association Presidents (ASAP).

Section 8. Vice-President:

- A. Assists 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. Discharge other duties as designated by the President;
- C. Serves as primary coordinator for all state-wide continuing education offerings;
- D. Collaborates with the Secretary for recordkeeping associated with continuing education offerings;
- E. Collaborates with Social Media Chair in promotion of continuing education offerings;
- F. Serves as a depositor of funds, working in collaboration with the Treasurer.

Section 9. Secretary:

- A. Sets agenda items for meetings, in conjunction with the President;
- B. Records the minutes of the meetings of the ALOTA and the Executive Board
- C. Maintains all relevant administrative documents;
- D. Provides records in a timely manner, upon request by the Executive Board or members;
- E. Maintains a current roster of officers;
- F. Proactively communicates up-to-date roster information to AOTA within a timely manner;
- G. Disseminates special notices as requested by the President and/or the Executive Board;
- H. Will provide administrative oversight and serve as liaison to the Executive Board for a nominations committee, if convened;
- I. Oversees voting, as directed to do so by the President and/or the Executive Board;
- J. Ensures that the mailbox is checked regularly for correspondence, either directly or through delegation;
- K. Serves as a depositor of funds, working in collaboration with the Treasurer;
- L. In collaboration with the Vice President, secures and retains all relevant continuing education records, including public notice of education offerings, and dissemination of proof of attendance.

Section 10. Treasurer:

- A. Primary custodian of all funds of ALOTA;
- B. Prepares a budget proposal for the next fiscal year in accordance Article XI, Financial Administration, of the Bylaws of ALOTA;

- C. Pays 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. Keeps an itemized record of all financial transactions and give a written report of same at each meeting of ALOTA and the Executive Board; and/or prior to the termination of office;
- E. Presents an audited financial statement at the end of each fiscal year;
- F. Submits a budget proposal for expenses anticipated by the office of Treasurer;
- G. When necessary and as appropriate, requests budget proposals from ALOTA officers and/or committee chairs;
- H. Oversees revenue-producing website content, including job postings and advertisement, as well as revenue collection related to continuing education, done in conjunction with the Vice-President.

- Section 11. President-Elect:
- A. Serves as an observer of the business of the ALOTA and ex-officio voting member of the Executive Board;
 - B. Duties shall be flexible and shall serve as an orientation period for the new President.

- Section 12. Immediate Past President:
- A. Serves as a consultant to the Executive Board;
 - B. Is a non-voting member.
 - C. Additional duties shall be flexible and determined collaborative with the President.

ARTICLE VII

STUDENT ADVISORY BOARD

- Section 1. Purpose:
Serves to make recommendations to the Executive Board for student-related initiatives that help to promote of student involvement in ALOTA including but not limited to community outreach, professional growth and development, and leadership in professional organizations.
- Section 2. Members:
Up to two student representatives shall be elected for consideration of appointment by the President; student representatives should be submitted for consideration by the student members of the Student Occupational Therapy Associations (SOTA) of each accredited program in the State of Alabama.
- Section 3. Bylaws:
The Student Advisory Board shall determine bylaws and standard operating procedures; these must be in congruence with the bylaws of the ALOTA. All Student Advisory Board bylaws and procedures must be approved by the ALOTA executive board, and must be renewed coinciding with the term of President.
- Section 4. Funding:
The Student Advisory Board should be appointed an annual budget, at the direction and approval of the ALOTA executive board.

ARTICLE VIII

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 IX

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 X

NOMINATIONS AND ELECTIONS

- Section 1. A nominating committee may be appointed by the President with the approval of the Executive Board. This should happen 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 must be an Active member of the ALOTA and shall have consented to serve.
- Section 3. Responsibilities:
- A. Must work in conjunction with the Secretary for coordination of all activities including but not limited to membership correspondence and voting, and related recordkeeping;
 - B. shall publish a call for nominations and shall determine qualifications of potential candidates;
 - C. 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;
 - D. at least thirty (30) days prior to the annual meeting, the nominating committee shall publish separately, to the website or in a newsletter of the ALOTA the official state of candidates and their qualifications for ALOTA elective positions;
 - E. 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;

- F. 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 XI

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.
- Section 4. Any individual who is in arrears for dues for more than 30 days 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 correspondence and all other rights associated with membership 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 other than typical expected fiscal transactions 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 districts shall be done with oversight from the treasurer
 - B. All monies requested are subject to approval by the Executive Board.

ARTICLE XII

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 XIII

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. He or she shall preside when both Chair and Vice-Chair are absent and shall perform other duties as delegated by the Chair.
 - D. The District Treasurer may collect money generated by the district, but this must be with the permission and at the direction of the ALOTA treasurer. He or she shall request ALOTA treasurer to pay any bills for district or reimburse for expenditures, and perform all other duties as delegated by the Chair.
- Section 6. Term of Office:
All officers shall serve a two-year term, appointed by the President and coinciding with his or her term.
- Section 7. Meetings:
Meetings shall be held at regularly stated intervals, to be scheduled by the officers of the District. A minimum of two 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:
Districts may choose to pass bylaws and/or standard operating procedure, so long as these are in congruence with the bylaws of the ALOTA. All district level bylaws and procedures must be approved by the ALOTA executive board, and must be renewed coinciding with the term of President.
- 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 XV

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 ALOTA 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 made available to all new members.

ARTICLE XVI

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.