**BYLAWS OF THE NORTH CAROLINA OCCUPATIONAL THERAPY ASSOCIATION**

**ARTICLE 1. NAME, AFFILIATION, LOGO, PUBLICATIONS, BOUNDARIES, ASSOCIATION, MAILING ADDRESS**

SECTION 1. NAME

 The organization shall be called the North Carolina Occupational Therapy Association Inc.

(NCOTA) hereafter referred to as the Association.

SECTION 2. AFFILIATION

The Association shall be affiliated with the American Occupational Therapy Association,

Inc. hereafter referred to as the AOTA, in compliance with the rules and regulations set forth by the Bylaws of the AOTA.

SECTION 3. LOGO

The logo of the Association shall be approved by the Executive Board of the Association.

SECTION 4. PUBLICATIONS

The official publication of the Association shall be the North Carolina Occupational Therapy Association Newsletter.

SECTION 5. BOUNDARIES

Boundaries of the Association are defined geographically by the boundaries of the state of North Carolina. Organizational, associate, and honorary members can reside outside the boundaries of the state and retain membership in the Association.

SECTION 6. ASSOCIATION MAILING ADDRESS

 The location of the Association mailing address shall be determined by the Board.

 **ARTICLE II. OBJECT, NONINUREMENT**

SECTION 1. OBJECT

The object of the Association is to further the objectives set forth in the Articles of Incorporation through the advancement of occupational therapy in order to enhance the health of the public in its health care, community, and educational environments through research, education, action, service, and the

establishment of standards.

SECTION 2. MISSION

The NCOTA’s mission is to promote the continued and competent practice of occupational therapy; to impact healthcare, legislative and reimbursement communities as advocates for the consumer and the profession; and to be responsive to the needs of the membership by promoting professional education, communication, and monitoring trends in healthcare and in the community that affect the practice of occupational therapy.

SECTION 3. NON INUREMENT

With the purpose of the Association devoted entirely to the advancement of the Occupational Therapy profession, no part of its earnings will inure to the use or benefit of any individual. This Association shall not engage in any activities that are not permitted by the Internal Revenue Code Section 501 (c) 6.

 **ARTICLE III. MEMBERS**

SECTION 1. MEMBERSHIP CLASSES

1. Individual. Only the following personas shall qualify:
2. Licensed Occupational Therapists hereafter referred to as “occupational therapist, licensed” (OT/L or OTR/L)
3. Licensed Occupational Therapy Assistants, hereafter referred to as “licensed occupational therapy assistants” (OTA/L or COTA/L)
4. First year practitioners, Occupational Therapist and Occupational Therapy Assistant
5. Occupational therapy and occupational therapy assistant students.
6. Associates
7. Honorary
8. Retired or non-practicing occupational therapists or occupational therapy assistants.
9. Organizational. Organizational members shall be institutions or agencies interested in occupational therapy.

SECTION 2. QUALIFICATIONS

1. Individual Members
2. OT and OTA members shall be currently licensed by the North Carolina Board of Occupational Therapy.
3. First year OT and OTA practitioner members shall be in the first calendar year following graduation.
4. Student members shall be enrolled in an occupational therapy education program which is currently ACOTE – Accredited, or been granted Candidacy Status.
5. Associate members shall be persons interested in promoting occupational therapy, but who are not eligible for membership in any other category.
6. Honorary members shall be past recipients of the Scullin Award or other individuals awarded this status by the Executive Board. This membership class shall be exempt from the payment of

annual association dues.

1. Retired or non-practicing occupational therapists or occupational therapy assistants
2. Organizational Members
3. Organizational members shall be groups, clubs, organizations, businesses, agencies or programs having an interest in the profession or practice of occupational therapy.
4. Organizational members may be based inside or outside the geographic boundaries of North Carolina.

SECTION 3. MEMBERS IN GOOD STANDING

1. Individual Members
2. Shall meet the qualifications for membership in one of the membership classes.
3. Shall pay the annual membership dues approved by the Association.
4. Shall uphold the standards and ethics of the Association.
5. NCOTA is affiliated with AOTA and abide by the Code of Ethics as determined by the association. Any member determined not to be in good standing please see section Expulsion and Suspension.
6. Organizational Members
7. Shall meet the criteria set by Executive Board for the membership class.
8. Shall pay the annual membership dues approved by the Association.

SECTION 4. RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING

1. All Individual Members
2. May attend and participate in all regular and called meetings of the Association.
3. May vote in the affairs of the Association.
4. May vote for officers of the Association.
5. May belong to one or more Special Interest Sections.
6. Shall receive routine communication from the Association. Members can access NCOTA news, information, and events via the website.
7. Shall have access to the Members Only section of the Association website.
8. OT/L and OTA/L Individual Members
9. Occupational Therapists and Occupational Therapy Assistant members shall be entitled to participate in volunteer service opportunities of the Association.
10. Individual members must demonstrate NCOTA involvement prior to running for the office of President of the association.
11. Student Individual Members
12. Shall receive communications and access to membership benefits as designated by the Board.
13. May be invited to serve on committees of the Association.
14. May be invited to apply for the Board position of Student Representative (non-voting)
15. Associate Individual Members
16. May be invited to serve on committees of the Association.
17. Organizational Members
18. Shall receive communications and access to membership benefits as designated by the Board.
19. Shall not have voting rights in the affairs of the Association.

SECTION 5. MEMBERSHIP DUES

 The annual membership dues for all classes of membership shall be determined by the Board with

the approval of the voting membership of the Association.

SECTION 6. AWARDS FOR OUTSTANDING SERVICE

 The Association will present awards to individuals and organizations for outstanding service or practice. There shall be criteria established and approved by the Board for each of the awards to be given. The criteria shall be provided to the members of the Association in a timely fashion to enable members to nominate appropriate candidates for awards.

SECTION 7. SUSPENSION or EXPULSION

 Membership may be suspended for a period or expelled for cause such as violation of any of the Bylaws or Rules of the Association, or for conduct prejudicial to the best interests of the Association. Membership privileges may be suspended or revoked by a two-thirds vote of the Board, provided that a statement of the charges is mailed by registered mail to the member in question at the last recorded address a minimum of 15 days before final action is taken. This statement shall include a notice of the time and place of the Board meeting when action will take place. The member shall be given an opportunity to present a defense at the time and place mentioned in such notice.

SECTION 8. APPEAL

 Any request for an appeal hearing must be submitted to the Chairperson of the Appeals Committee by registered mail within thirty days of the date on which decision for expulsion/suspension was rendered. The Committee shall consist of the Chairpersons of the Membership Services and two board members designated by the President, neither of whom should reside in the same district as the defendant. Notification of the judgment shall be presented to the Board.

 **ARTICLE IV. BOARD**

SECTION 1. FUNCTIONS

The Board shall have general charge of all business interests of the Association and shall develop plans and goals to forward its purposes. It shall receive reports from all committees and special interest sections of the Association. It shall approve the budget of the Association.

SECTION 2. STANDARD OPERATING PROCEDURE(S)

The Board shall have standard operating procedures that specify responsibilities and function of the board.

SECTION 3. BOARD COMPOSITION

 The North Carolina Occupational Therapy Association Board consists of President, President-Elect, Vice President, Secretary, Treasurer, Member at Large, and an OTA Representative. The elected chair(s) of the board are the following: Membership Services (2), Continuing Education (2), Special Interest Section Coordinator (1), Bylaws (1), Diversity, Equity, and Inclusion (1), and Legal and Political (2).

The appointed chair(s) include: Communication and Outreach (2), Awards and Scholarship (1).

The Special Interest Section Co-chairs are appointed within the following areas: Leadership and Administration, Gerontology, Home and Community Health, Mental Health, Children and Youth, Physical Disabilities, Technology, and Education and Research.

Two non-voting appointed student members shall be one Occupational Therapy student and one Occupational Therapy Assistant student from ACOTE accredited programs.

SECTION 4. EXECUTIVE BOARD

The North Carolina Occupational Therapy Association Executive Board are the officers, and consists of the President, President-Elect or Member-At-Large, Vice President, Secretary, Treasurer, and OTA Representative.

SECTION 5. EXECUTIVE BOARD DUTIES

The Executive Board shall, at the discretion of the Board, be given the authority to act on behalf of the Association between regularly scheduled Board business meetings. All actions taken by the Executive Board must be approved by the full Board at the next meeting of the Board.

1. President
2. Shall be the chief executive officer of the Association and shall be responsible for negotiating, establishing, and terminating all contractual obligations of the association, in consultation with the board (or executive committee).
3. Shall represent the Association to the public.
4. Shall be the presiding officer of the Board.
5. Shall possess an understanding of the structure and function of the NCOTA and Executive Board.
6. Shall preside at all meetings of the Association, Executive Board, and Board.
7. Shall prepare an agenda for meetings of the Board and send notifications of such meetings.
8. Shall appoint non-elected committee chairpersons.
9. Shall have the power to sign all written obligations of the Association.
10. Shall have the power to allocate up to $500.00 in funds to any committee or special interest section.
11. Shall guide and conduct activities of the Association in accordance with the general policies of the AOTA.
12. Shall compile and prepare an annual report in collaboration with the Secretary and present an annual report to the membership.
13. Shall submit all records, reports, and credentials of representative and alternate representative and other materials as may be requested by the AOTA.
14. Shall attend annual meetings of the AOTA to represent this affiliate at the Affiliated State Association of Presidents (ASAP).
15. Shall perform other such duties as the Board assigns.
16. Vice-President
17. Shall discharge the duties of the President in that individual's absence or during a vacancy.
18. Shall be responsible for learning the duties and responsibilities of the President's office.
19. Shall possess an understanding of the structure and function of the NCOTA and Board.
20. Shall succeed to the presidency in the event of a vacancy in the office of President, if there is no President-Elect.
21. Shall serve as the alternate representative of the Association to the AOTA Affiliated State Association Presidents (ASAP).
22. Shall perform other duties as assigned by the President.
23. President-Elect
24. Shall be responsible for learning the duties and responsibilities of the President’s office.
25. Shall gain an understanding of the structure and function of the NCOTA and Board.
26. Shall perform other duties as assigned by the President.
27. Shall succeed to the presidency in the event of a vacancy in the office of the President.
28. Secretary
29. Shall record the minutes of the meetings of the Association and the Board.
30. Shall possess an understanding of the structure and function of the NCOTA and Board.
31. Shall be responsible for the correspondence of the Association.
32. Shall compile the Annual Report of the Association in collaboration with the President.
33. Shall be the custodian of documents and archives of the Association, including the Bylaws, Policies and Procedures, and other documents deemed necessary.
34. Shall perform other duties as assigned by the President.
35. Treasurer
36. Shall have oversight of the collection of all dues, fees, and other monies paid into or belonging to the Association.
37. Shall possess an understanding of the structure and function of the NCOTA and Board.
38. Shall maintain full and accurate accounts of all receipts and disbursements of the Association.
39. Shall have the Association accounts reviewed annually.
40. Shall report at the annual meeting and submit to the Board a written statement of the financial affairs of the Association.
41. Shall serve as the Chairperson of the Financial Committee, as needed.
42. Shall create an annual budget of association revenues and expenditures report.
43. Shall provide a written financial report at each board meeting.
44. Work closely with the association administrator to fulfill association financial obligations and reconcile invoices and receipts.
45. Maintains our nonprofit federal and state tax status.
46. OTA Representative
47. Represent OTA practitioners and students via promotion and protection of the OTA scope of practice.
48. Review public comment with the Legal and Political Chair to represent OTA interests.
49. Engage in OT research activities.
50. Serves on Continuing Education Committee to ensure inclusive language.
51. Represent the NCOTA Board and the role of the OTA practitioner in outreach activities to programs.
52. Form and chair ad hoc committees as needed.

All elected positions shall be limited to three consecutive terms in one position; the office may be altered by a majority vote of the board.

 SECTION 6. ELECTION AND ROTATION OF BOARD OFFICERS

1. Election
2. The board officers shall be elected by individual members in good standing.
3. Election procedures shall be established and maintained by the Board.
4. Rotation
5. The calendar of rotation shall follow established procedure and shall be maintained by the North Carolina Occupational Therapy Association administrator.
6. The calendar of rotation may be altered by a majority vote of the Board with such change reported to the membership in the newsletter.

SECTION 7. TERM OF OFFICE

1. Officers shall assume official duties on July 1 following their election.
2. Board terms of office shall be for two years or until a successor is elected.
3. An officer shall hold only one office at a time.
4. Board officers can serve up to three consecutive terms in one position.

SECTION 8. QUALIFICATIONS

1. Nominees for all board officer positions shall be an Occupational Therapist or an Occupational Therapy Assistant with at least one year of experience.
2. Nominees shall be a member in good standing of the Association prior to time and at time of nomination.

SECTION 9. VACANCIES

 In event of vacancy in the office of the President, the President-Elect shall become President. Should the Offices of President and President-Elect be vacant at the same time the Vice-President shall become President. In the event that the offices of President, President-Elect, and Vice-President be vacant at the same time, the Board Member-At-Large shall act as President pro tem until a special election can be held. A vacancy in the office of Vice-President, Secretary, or Treasurer will be filled at the first regular or special meeting after the vacancy occurs. The Board may appoint a suitable person to fill such a vacancy until the election is held.

SECTION 10. BOARD MEMBER-AT-LARGE

 The Board Member-at-Large shall be the immediate past President of the Association and shall

serve during the first year of the sitting President’s term. If the past President is unavailable to serve, the sitting President shall appoint a member in good standing of the association who has prior Board experience to serve as Board Member-at-Large.

SECTION 11. CONFLICT OF INTEREST

Voting members of the Board may not hold concurrent positions on the North Carolina Board of Occupational Therapy (NCBOT).

 SECTION 12. DISQUALIFICATION

The Board shall have the power by 2/3 vote to disqualify and remove officers or committee chairpersons from their position for neglect of duty, incompetence, unprofessional conduct, or failure to attend 50 percent of meetings within a fiscal year (July 1-June 30). Vacancies so caused shall be filled according to the method appropriate to the office or committee procedures.

**ARTICLE V. MEETINGS.**

SECTION 1. ANNUAL MEETING

 The Annual Business Meeting of the Association shall be held once a year. Notice of the Annual

 Business Meeting shall be at least 30 days before the time appointed for the meeting.

SECTION 2. STANDARD MEETINGS

The Board shall meet at least three times a year at the call of the President or a majority of the members of the Board.

SECTION 3. BOARD QUORUM

A simple majority of the members of the Board shall constitute a quorum necessary for the transaction of business.

 SECTION 4. SPECIAL MEETINGS

 A specific subject may be considered at a special meeting called by the Executive Board at its

 discretion. Notice of the special meeting shall set forth the place, date, time, and purpose of the meeting.

 Notice shall be communicated to members via mail, email, and/or notification on the Association website

to all members in good standing of the Association at least three weeks prior to the meeting. No business

other than the established agenda specified in the notice of the meeting shall be transacted at any special meeting of the Association.

 SECTION 5. MEMBERSHIP QUORUM

A quorum for the transaction of business shall be 50 members. Once a quorum is established, it shall remain established for the duration of the meeting. If the manner of deciding any question has not been otherwise prescribed, it shall be decided by majority vote of the members present in person or virtually.

 SECTION 6. VOTING

The Board may take majority vote in person or through electronic means. Elected board members have voting privileges and in addition, the SIS chairs shall hold a combined voting position on the Board, executed by the SIS Coordinator. The two OT/OTA student members on the board and board liaisons are non-voting.

 **ARTICLE VI. COMMITTEES**

SECTION 1. STANDING COMMITTEES

 The Board shall create standing committees, accountable only to the Board, as it deems advisable.

SECTION 2. ELECTED COMMITTEE CHAIRS

The membership shall elect the following standing Committee chairs:

1. Continuing Education (2)
2. Legal and Political Affairs (2)
3. Membership Services (2)
4. Bylaws (1)
5. Special Interest Section Coordinator (1)
6. Diversity, Equity, and Inclusion (1).

SECTION 3. APPOINTED COMMITTEE CHAIRS

The President shall appoint chairs of the following committees who shall serve during the president's term of office:

1. Awards and Scholarships (1)
2. Communication and Outreach (2)
3. Special Interest Section Chairs (2 each): Leadership and Administration, Gerontology, Home Health and Community, Mental Health, Children and Youth, Physical Disabilities, Education and Research, and Technology

SECTION 4. TERM OF OFFICE

1. Chairpersons of Standing Committees shall assume official duties on July following their election or appointment or at such time as designated by the President.
2. Term of office shall be for two years with no more than three consecutive terms for all Standing Committee Chairpersons or until their successors are elected or appointed; term of office may be altered by a majority vote of the board.
3. Board and Committee members shall not hold more than three consecutive terms of two years in the same position.

SECTION 5. DUTIES OF THE CHAIRPERSON

 The elected chairs shall be members of the Board with voting privileges. Appointed committee chairperson shall be ex-officio members of the Board but without voting privileges. Special Interest Section Committee chairperson collectively holds one vote. All chairpersons shall submit a report for discussion at each business meeting of the Board.

SECTION 6. SPECIAL/AD HOC COMMITTEES.

 The formation and dissolution of Special/Ad Hoc Committees shall be approved by the Board. Such committees shall be responsible for presenting reports to the Board at regular intervals and upon completion of their assignment.

SECTION 7. STANDARD OPERATING PROCEDURE

Every Standing Committee shall have a standard operating procedure that specifies responsibility and volunteer membership composition that has been approved by the Board.

**ARTICLE VII. SPECIAL INTEREST SECTIONS**

The Association recognizes and supports the establishment of Special Interest Sections related to delineated areas of occupational therapy practice.

 SECTION 1. PURPOSE

 The purpose of Special Interest Sections shall be to: a) promote knowledge in specific areas of

 occupational therapy practice; b) promote continuing education within each special interest section; and

 c) promote communication between interested occupational therapy practitioners within the Special

Interest Section.

SECTION 2. FORMATION

The formation of individual Special Interest Sections (SIS) shall reflect the guidelines adopted by the Representative Assembly of the AOTA.

 SECTION 3. SPECIAL INTEREST SECTION CHAIRS

 Special Interest Section Chairs shall be appointed by the President.

 SECTION 4. TERM OF OFFICE

1. Chairpersons of Special Interest Sections shall assume official duties on July 1 following their appointment or at such time as designated by the President.
2. Chairpersons shall not hold more than three consecutive terms of two years in the same position.

 SECTION 5. STANDARD OPERATING PROCEDURE

 The Special Interest Coordinator will establish standard operating procedures that specify

 responsibilities and functions of the special interest sections that have been approved by the Board.

 **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

SECTION 1. NOMINATIONS

The Board will notify the membership of an open Board position(s) 30 days prior to balloting. The Board shall accept a slate of nominees for the open Board position(s) to be elected by the voting membership during the 30 days prior to balloting.

SECTION 2. VACANCIES

 The President shall present at each Board meeting a list of vacant Board position(s) and expiring

 terms of office. The Board will assist with recruitment of ballots, and the collection and counting of votes.

 The Administrator shall indicate clearly on each ballot that write-in candidate votes will be accepted and

 that a majority of vote is required to elect a candidate.

 **ARTICLE IX. BOARD LIAISON**

SECTION 1. FUNCTIONS

The Board shall support the establishment of liaisons to the Board, as it deems advisable. The

President shall appoint liaisons as appropriate. Appointed liaisons will serve during the President's term of office.

SECTION 2. BOARD LIAISON

1. North Carolina Board of Occupational Therapy Liaison

 SECTION 3. DUTIES OF LIAISON(S)

Liaison(s) shall be non-voting members of the Board. Liaison(s) will provide written reports to the board on topics relevant to the board and/or OT practice in the state of NC, and liaison(s) will facilitate communication with the respective bodies.

 **ARTICLE X. ORDER OF BUSINESS**

Except as otherwise provided, all meetings of the Association and of the Board shall be governed by

parliamentary rules and procedures stipulated in *Robert's Rules of Order* newly revised.

 **ARTICLE XI. ETHICS**

The Association shall endorse the *Occupational Therapy Code of Ethics* as put forth by the American Occupational Therapy Association.

 **ARTICLE XII. AMENDMENTS**

The Association Bylaws are to be reviewed on a schedule to be established by the Board. The Bylaws may be amended, repealed or altered in whole or part by a majority vote at any duly organized meeting of the membership of the Association. The proposed change shall be either mailed to the last recorded address or sent by email to the last recorded email address to each member at least ten days before time of the meeting which is to consider the change.

 Written: 1958

 Revised: 1970, 1977, 1982, 1985, 1987, 1990, 1993, 1994, 1998, 2001, 2013, 2016, 2021