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| **Article. Section.** | **Original Text** | **Revised Text** | **Rationale** |
| III.1.A | “First Year Practitioners, OTR/L or OTA/L” | “Occupational therapist or Occupational therapy assistant first year practitioners” | Inclusive professional title language |
| III.2.A | First year OT and OTA practitioner members shall be in the first calendar year following graduation and currently licensed by the North Carolina Board of Occupational Therapy.  | First year OT and OTA practitioner members shall be in the first calendar year following graduation ~~and currently licensed~~ ~~by the North Carolina Board of Occupational Therapy.~~  | There could be many months between graduation, certification, exam, and licensure. Student membership ends at graduation. Allows graduates to maintain membership prior to initial licensure. |
| III.2.A | Student members shall be enrolled in an occupational therapy education program which is currently ACOTE – Accredited, or been granted Candidacy Status (Developing) | Student members shall be enrolled in an occupational therapy education program which is currently ACOTE – Accredited or been granted Candidacy Status. (~~Developing~~) | Students are not admitted to programs until Candidacy Status is granted, so other preliminary statuses are not applicable or necessary to list. |
| III.3.A | Members in Good Standing:-- | NCOTA is affiliated with AOTA and abides by the Code of Ethics as published by the association. Any member determined not to be in good standing please see section ‘Expulsion and Suspension’. | Statement of ethical conduct added to more clearly define “good standing” |
| III.4.A | Member Benefits:-- | “Occupational therapist and Occupational therapy assistant Individual Members shall be entitled to hold any office of the Association. | Added as a member benefitInclusive professional title language |
| III.4.A | Member Benefits:-- | Individual members must demonstrate NCOTA involvement prior to running for the office of President of the association. | Added as a member benefit |
| III.4.B | Student Members:Shall receive those services designated by the Board. | Shall receive communications and access to membership benefits as ~~those services~~ designated by the Board. | Clarification  |
| III.4.D | Organizational Members:Shall receive those services designated by the Board. | Shall receive communications and access to membership benefits as ~~those services~~ designated by the Board. | Clarification  |
| III.7. | SECTION 7. SUSPENSION | SECTION 7. SUSPENSION OR EXPULSION | Sections combined for clarity and to reduce redundancy |
| III.7 | 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. Suspension or expulsion shall be by a two-thirds vote of the membership of the Board, provided that a statement of the charges shall have been mailed by registered mail to the member under charges at the last recorded address at least 15 days before final action is taken. This statement shall include a notice of the time and place of the Board meeting. The member shall be given an opportunity to present a defense at the time and place mentioned in such notice. | 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 ~~Suspension or expulsion shall be~~ by a two-thirds vote ~~of the membership~~ of the Board, provided that a statement of the charges is ~~shall have been~~ mailed by registered mail to the member ~~under charges~~ in question at the last recorded address ~~at~~ a minimum of ~~least~~ 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. | Clarity of language and process |
| III.8 | Any request for an appeal hearing must be submitted to the Chairperson of the Appeals Committee by regular mail within thirty days of the date on which decision for expulsion/suspension was rendered. The Committee shall consist of the Chairpersons of the Member 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. | 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. | Clarity of language and process |
| IV.  | TITLE: OFFICERS replaced with TITLE: BOARDRearranged content to align relevant sections more clearly. Section 8 and 9 (FUNCTIONS and SOP) moved to top of Article IV. Created BOARD COMPOSITION section to house information about who comprises the board. This information was included twice in the Bylaws in two separate sections.Put “EXECUTIVE BOARD” under IV Board section. Then moved into procedural sections about conflict of interest, disqualification, etc.  | Two sections were repetitive. Rearranged content to be concise and clear. |  |
| IV.4 | DEFINITION OF EXECUTIVE BOARDThe North Carolina Occupational Therapy Association Executive Board are the officers, and consists of the President, President-Elect, Vice President, Secretary, and Treasurer. | DEFINITION OF EXECUTIVE BOARDThe North Carolina Occupational Therapy Association Executive Board are the officers, and consists of the President or Member-At-Large, President-Elect, Vice President, Secretary, Treasurer, and OTA Representative. | Adds OTA representative to executive board. Clarifies that Member-At-Large can also be voting member (President Elect and Member-At-Large operate different years). |
| IV.3 | The North Carolina Occupational Therapy Association Board consists of President, President-Elect, Vice President, Secretary, Treasurer, Member at Large, OTA Liaison, the elected chair(s) of the following: Membership Services, Continuing Education, Legal & Political, Education and Research, and the appointed chair(s) of Bylaws, Social Media, Awards & Scholarships Committee, Marketing, and the Special Interest Sections Administration and Management, Gerontology, Home and Community Health, Mental Health, Pediatrics, Physical Disabilities, and Technology. | 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, Continuing Education, SIS Coordinator, and Legal & Political and the appointed chair(s) of Bylaws, Awards & Scholarships, Communications & Outreach, and the Special Interest Sections Co-Chairs for Education and Research, Leadership and Administration, Gerontology, Home and Community Health, Mental Health, Children and Youth, Physical Disabilities, and Technology. | Update of position titlesShift of Education and Research SIS Chairs to appointed positions for consistency with other SIS positions |
| IV.3 | 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), Diversity, Equity, and Inclusion (1), and Legal and Political (2). | 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). | Move to ensure more elected positions than appointed (checks/balances) |
| IV.3.B (2) | Term of office shall be for two years for all elected officers of the Association or until their successors are elected; 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. | Board office terms of office shall be for two years or until a successor is elected. | Clarification |
| IV.3.D | -- | Board officers can serve up to three consecutive terms in one position. | Clarification |
| IV.4.A | A nominee for all elected positions shall be an OT/L or OTA/L. | Nominees for all board officer positions shall be an Occupational Therapist or an Occupational Therapy Assistant with at least one year of experience. | Inclusive professional title languageProfessional experience requirement added |
| IV.4.B | A nominee shall be a member in good standing of the Association at the time of nomination. | Nominees shall be a member in good standing of the Association prior to and at time of nomination.  | Clarification  |
| IV.5. | -- | 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.  | Clarification of Executive Board function and limited power |
| IV.5.A | President duties:--1.      Shall be the chief executive officer of the Association and represent the Association to the public.  | Shall have the power to allocate up to $500.00 in funds to any committee or special interest section1.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).2. Shall represent the association to the public. | Duty addedFurther clarifies duties of Pres. Given paid employees with NCOTA. |
| IV.5.E | Treasurer duties:-- | 6. Shall serve as the Chairperson of the Financial Committee as needed. 7. Shall create an annual budget of association revenues and expenditures report. 8. Work closely with the association administrator to fulfill association financial obligations and reconcile invoices and receipts.9. Maintains our nonprofit federal and state tax status. | Duties added  |
| IV.5.F | -- | OTA Representative1. Represent OTA’s practitioners and students via promotion and protection of the OTA scope of practice.2. Review public comment with the Legal and Political Chair to represent OTA interests.3. Engage in OT research activities.4. Serves on Continuing Education Committee to ensure inclusive language.5. Represent the NCOTA Board and the role of the OTA practitioner in outreach activities to programs.6. Form and chair ad hoc committees as needed. | Duties of OTA Representative added; not previously included or defined |
| IV.12 | DISQUALIFICATIONThe Board shall have the power by 2/3 vote to disqualify and remove officers or committee chairpersons from their position for 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 | 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 | To more clearly specify rights of the board if board member is unfit for office. |
| V.5 | MEMBERSHIP QUORUMA simple majority of the voting members of the Association who are present at the meeting shall constitute a quorum for the transaction of business. | 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.  |  |
| V. 5 | SECTION 5. QUORUMA simple majority of the voting members of the Association who are present at the meeting shall constitute a quorum for the transaction of business. 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. | SECTION 5. MEMBERSHIP QUORUMA simple majority of the voting members of the Association who are present at the meeting shall constitute a quorum for the transaction of business. 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. | Included virtual option for ease of doing business and consistency with rest of Bylaws. |
| VI.2 | The board shall consist of the President, Vice-President, President-Elect, Member-At-Large, Secretary, Treasurer, OTA Liaison, and the elected chair(s) of the following: Education and Research, Member Services, Legal and Political Affairs, and Continuing Education, and the appointed chair(s) Bylaws, Social Media, Awards, Marketing, Administration and Management, Gerontology, Home and Community Health, Mental Health, Pediatrics, Physical Disabilities and Technology.  | 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), Diversity, Equity, and Inclusion (2), and Legal & Political (2). The appointed chair(s) include: Bylaws, Communication & Outreach (2), Awards and Scholarship.The Special Interest Section Co-chairs are appointed within the following areas: Leadership and Administration, Gerontology, Home and Community Health, Mental Health, Children & Youth, Physical Disabilities, and 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. | Clarity and updated position titlesAddition of student board membersAdded SIS Coordinator and DEI Committee Chair as Elected Position |
| VI. 2 | The membership shall elect the following standing Committee chairs:1. Continuing Education (2)
2. Legal and Political Affairs (2)
3. Membership Services (2)
4. Special Interest Coordinator (1)
5. Diversity, Equity, and Inclusion (1).
 | 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 Coordinator (1)
6. Diversity, Equity, and Inclusion (1).
 | Consistency with Bylaws position moving to elected position. |
| VI.3 | -- | The President of the Association shall be the presiding officer of the Board. | Reordered sections of existing bylaw, no substantive change |
| VI.11 | The Board shall have the power by 2/3 vote to disqualify officers or committee chairpersons for failure to attend 50 percent of meetings within a year. Vacancies so caused shall be filled according to the method appropriate to the office or committee procedures. | The Board shall have the power by 2/3 vote to disqualify and remove officers or committee chairpersons from their position for failure to attend 50 percent of meetings within a year. Vacancies so caused shall be filled according to the method appropriate to the office or committee procedures. | Clarification of policy and procedure |
| VI.12 | SECTION 12. VOTING The Board may take majority vote in person or through electronic means. | SECTION 12. 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. Student board members and Board Liaisons are non-voting members | Reordered sections of existing bylaw, no substantive change |
| VII.1 | Executive Board Definition and Composition | --(moved to IV.1) | Reordered sections of existing bylaw, no substantive change |
| VII.2 | ELECTED COMMITTEE CHAIRSThe membership shall elect the following standing Committee chairs:A. Continuing EducationB. Legal and Political Affairs C. Membership ServicesD. Education and Research | ELECTED COMMITTEE CHAIRSThe membership shall elect the following standing Committee chairs:A. Continuing Education (2)B. Legal and Political Affairs (2)C. Membership Services (2)~~Education and Research~~D. Special Interest Coordinator (1)E. Diversity, Equity, and Inclusion (1) | Clarification of elected appointed positions. Transitions Legal and Political position to co-chair positionAdded SIS Coordinator and DEI Committee Chair as Elected Position |
| VII.3 | APPOINTED COMMITTEE CHAIRS. The President shall appoint chairs of the Following committees who shall serve during the president's term of office:A. AwardsB. Bylaws, Policies, & ProceduresC. MarketingD. Social MediaE. SIS Chairs (Administration and Management, Gerontology, Home Health and Community, Mental Health, Pediatrics, Physical Disabilities, and Technology) | APPOINTED COMMITTEE CHAIRS. The President shall appoint chairs of the Following committees who shall serve during the president's term of office:A. Awards & Scholarships (1)B. Bylaws (1)C. Communication & Outreach (2)E. Special Interest Section Chairs: Leadership & Administration, Gerontology, Home Health and Community, Mental Health, Children & Youth, Physical Disabilities, Education and Research, and Technology | Updated committee and SIS names |
| VII.8 | FINANCE COMMITTEE | ~~FINANCE COMMITTEE~~ | Finance committee composition and as needed function moved to duties of Treasurer |
| VII.9 | STANDARD OPERATING PROCEDUREEvery Standing Committee shall have a standard operating procedure which specifies responsibility which has been approved by the Board. | STANDARD OPERATING PROCEDUREEvery Standing Committee shall have a standard operating procedure which specifies responsibility and volunteer membership composition which has been approved by the Board. |   |
| IX.2 | SECTION 2. BOARD LIAISONS1. American Occupational Therapy Association Representative Assembly Liaison
2. North Carolina Board of Occupational Therapy Liaison
 | SECTION 2. BOARD LIAISONS1. North Carolina Board of Occupational Therapy Liaison
 | AOTA not allowed to be liaison due to change in DC corporate law. |
| IX. 3 | Liaisons shall be non-voting members of the Board. Liaisons will provide written reports to the board and facilitate communication with the respective bodies. | Liaisons shall be non-voting members of the Board. Liaisons will provide written reports to the board on topics relevant to the board and/or OT practice in the state of NC, and liaisons will facilitate communication with the respective bodies. | Member feedback to provide more specificity as to the source of information for the reports. |
| X.2 | SECTION 2. Board LiaisonA. OTA Liaison to American Occupational Therapy Association OTAB. Liaison to the North Carolina Board of Occupational Therapy | SECTION 2. Board Liaison1. American Occupational Therapy Association Representative Assembly Liaison
2. North Carolina Board of Occupational Therapy Liaison
 | Clarification of board liaisons |
| X.3 | SECTION 3. DUTIES OF LIAISONSLiaisons shall be non-voting members of the Board with the exception of the OTA Liaison who shall be a voting member. | SECTION 3. DUTIES OF LIAISONSLiaisons shall be non-voting members of the Board ~~with the exception of the OTA Liaison who shall be a voting member~~. Liaisons will provide written reports to the board and facilitate communication with the respective bodies. | Clarification of board liaisons and added duty to provide a written report |
| XII | The Association Bylaws are to reviewed at least every five years.  | The Association Bylaws are to be reviewed on a schedule to be established by the Board. | Allows needed flexibility in Bylaws (e.g., pandemic years). 5 yr. timeline included in SOP as this has been established by the Board. |
| I.7 | The seal of the Association shall be the words “N.C. Occupational Therapy Association, Inc.” in a circle with the date “1976” and the word “seal.” | Removed from Bylaws | We do not have a seal. |