

# OKLAHOMA OCCUPATIONAL THERAPY ASSOCIATION

## ~ BYLAWS ~

### ARTICLE I - TITLE OF ORGANIZATION

The name of the organization shall be the Oklahoma Occupational Therapy Association, Incorporated, hereinafter referred to as OKOTA. (1)

### ARTICLE II - PURPOSE

- Section 1. The purpose of OKOTA is to promote and improve the practice, study, research, and dissemination of knowledge of occupational therapy in the state of Oklahoma. (2)
- Section 2. OKOTA is a nonprofit (501c6) business association organized under the laws and regulations of the State of Oklahoma for the purposes enumerated above and its Articles of Incorporation.
- Section 3. OKOTA shall not engage in any activities prohibited by the laws and regulations of Oklahoma concerning non-profit corporations.
- Section 4. OKOTA shall not engage in any activities which are prohibited by Internal Revenue Code Section 501c6.

### ARTICLE III - MEMBERSHIP

- Section 1. Membership Categories:
- A. Occupational Therapist, hereinafter referred to as “OT”, and
  - B. Occupational Therapy Assistant, hereinafter referred to as “OTA”:
    - one who holds a current, valid license to practice occupational therapy.
    - 1. Rights and Privileges:
      - a. may attend and participate in all regular and called meetings,
      - b. may vote on all issues pertaining to OKOTA,
      - c. may hold office when elected and serve on committees when appointed, subject to the qualifications established by these Bylaws, and
      - d. shall receive documents that the Executive Board designates as annual membership benefits.
    - B. Occupational Therapy Student hereinafter referred to as “OTS”: one who is enrolled in an accredited or approved occupational therapy program or a program that has filed a request for the initial onsite survey. Membership as an OTS extends until successful completion of the national certification examination.
      - 1. Rights and Privileges
        - a. may attend and participate in all regular and called meetings.
        - b. may vote on all issues pertaining to OKOTA.
        - c. may serve on committees.
        - d. is not eligible to hold elected office other than student representative to OKOTA Executive Board, subject to the qualifications established by these Bylaws.
        - e. shall receive documents that the Executive Board designates as annual membership benefits.

Footnote: (1) OKOTA was originally OOTA, but the official acronym was changed after 2010 to be distinct from Ohio OT Association.  
(2) The purpose was revised in 2014, to a mission statement: “The mission of the Oklahoma Occupational Therapy Association is to advance the distinct value of occupational therapy by coordinating and promoting excellence in practice, legislative advocacy, public awareness, and provision of membership resources.”

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

## Section 2. Other Membership Items

- A. An individual member who meets the qualifications for membership in the appropriate classification, has paid the appropriate fee, and agrees to uphold the standards and ethics of OKOTA is a member in good standing.

## Section 3. Membership Dues

- A. The Executive Board shall determine the annual dues for all classes of membership.
- B. Section 4. Membership Year

Membership is for one year from the ate dues are paid.

## ARTICLE IV - MEETINGS

### Section 1. Regular Meetings

- A. OKOTA will conduct a minimum of one business meeting per year.

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

## Section 2. Special Meetings

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

## ARTICLE V - OFFICERS

### Section 1. Officers Description

- A. The officers of OKOTA shall be: President, Vice-President, Secretary, Treasurer, OTA Representative, Student Representative, and two (2) Directors at-large.
- B. These officers shall perform the duties prescribed by these Bylaws and other such duties applicable to the office as prescribed by the parliamentary authority and the Policy and Procedures Manual, adopted by OKOTA.

### Section 2. Eligibility

- A. Any candidate for the office of President, Vice President, or Director at-Large must have been a member of OKOTA for three (3) ~~of five (5)~~ years prior to the nomination deadline, and shall have served on the Executive Board as a voting or non-voting member for at least one year during the last three years or have other professional leadership experience. (3)
- B. Any candidate for the other offices must have been a member of OKOTA for six (6) months prior to the nomination deadline.
- C. All officers shall maintain their membership in good standing with OKOTA and AOTA during their term of office.
- D. A member must reside or work in the state of Oklahoma in order to run for or hold any office in OKOTA.
- E. No state officer can concurrently hold a position as an elected officer in AOTA or another state's OT membership organization.

### Section 3. Election of State Officers

- A. State Officers shall be elected from a slate prepared by the Nominating Committee.
- B. The Nominating Committee shall consist of three (3) OKOTA members, and is terminated after the destruction of the ballots.
- C. The Nominating Committee Chair is selected by the Executive Board, and the Chair is responsible for selecting two (2) committee members.
- D. The election shall be completed by June 30.
- E. The results shall be announced in the official publications of OKOTA and at the next regular meeting of OKOTA.

*Footnote: (3) Officers & Voting members through the elections ballot process revised the criteria for eligibility to expand opportunity for qualified candidates to run for OKOTA leadership positions (2022).*

## Section 4. Term of Office

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

## Section 5. Vacancies

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

## Section 6. Resignation

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

## Section 7. Censure

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

## Section 8. Removal

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

**ARTICLE VI REPRESENTATION TO AOTA REPRESENTATIVE ASSEMBLY**

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

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

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

**ARTICLE VII EXECUTIVE BOARD**

- Section 1. Name  
The executive body of OKOTA shall be known as the Executive Board, and may be referred to as the Board.
- Section 2. Members
- A. The voting members of the Executive Board shall consist of the officers of OKOTA and Chairs of the standing committees.
  - B. The nonvoting member shall be consist of Chairs of the Standing Committee, and the AOTA Representative.
- Section 3. Meetings
- A. Meetings shall be held when necessary, but at least four times a year.
  - B. A quorum shall consist of a majority of voting Executive Board members.
  - C. Minutes of the meeting shall be public.
  - D. When business of the Board must be conducted between scheduled meetings and a special meeting has not been called, an electronic voting method may be used.
- Section 4. The Executive Board shall:
- A. Develop and approve the annual operating plan and budget for OKOTA.
  - B. develop plans, methods, services, and priorities to implement the stated objectives of OKOTA.
  - C. manage the affairs of OKOTA between general meetings.
  - D. schedule all meetings of OKOTA.
  - E. make recommendations to the membership on: national affairs, state policy, amendments to the Bylaws.
  - F. confirm appointments made by the President to fill vacancies in elected offices and in committee Chair positions.
  - G. appoint the Nominating Committee.
  - H. determine policies and procedures related to the financial affairs of OKOTA, which may include methods to generate income such as dues, fees, sales, benefits, and workshops.
  - I. determine the fiscal year of OKOTA.
  - J. determine the membership dues for all classes of membership.
  - K. authorize the Treasurer to pay bills within the financial operating plan.
  - L. authorize the payment of bills that are above or outside the annual financial operating plan.
  - M. authorize the employment of an Administrative Assistant and other personnel to assure that the affairs of OKOTA are effectively managed, and define the duties and set the compensation for such personnel.
  - N. evaluate the job performance of the Administrative Assistant on at least a yearly basis.
  - O. approve the general policies and guidelines for making or revising contracts.
  - P. determine the location of the OKOTA office and/or address for correspondence.

**ARTICLE VIII - COMMITTEES**

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

Section 2. Ad Hoc committees may be created by the President, confirmed by the Board, to address a specific task, and shall be disbanded after presenting a final report.

**ARTICLE IX STANDARDS AND ETHICS**

Section 1. All members of OKOTA shall be bound by the standards and ethics approved by the Representative Assembly of AOTA.

Section 2. Any member who has their license revoked to practice in Oklahoma shall be denied professional membership in OKOTA for the duration of the suspension or termination of the license to practice.

Section 3. Membership in OKOTA may be suspended at any time by a majority vote of the Executive Board for malpractice or for conduct unbecoming a member of this Association.

**ARTICLE X - AMENDMENTS TO BYLAWS**

Section 1. Changes to the Bylaws will be presented to the Board at any regular or special meeting of the Board.

Section 2. After a two-thirds (2/3) vote of the Board, the changes will be submitted to the membership.

Section 3. Bylaws shall be amended by an affirmative vote of the majority of members voting in a mail or electronic ballot.

Section 4. The results of Bylaws changes shall be printed in the official publications of OKOTA.

Section 5. Technical Corrections.

- A. The Bylaws Committee shall have authority to make technical, editorial, and clerical corrections to keep the Bylaws consistent without calling for a vote of the membership.
- B. Any reasonable doubt as to whether a correction is technical, editorial, or clerical as opposed to substantive shall be resolved by submitting a motion to the Board for vote.

Section 6. Effective Date.

- A. Amendments to the Bylaws shall become effective immediately upon adoption by the membership, unless otherwise stated in the amendment.
- B. Any change in the Bylaws to an elected position will become effective at the end of the term of office

**ARTICLE XI PARLIAMENTARY AUTHORITY**

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

**ARTICLE XII - DISSOLUTION**

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

Revised: October 1990; June 1996; August 1997; December 2001; December 2003; March, 2005; March 2008; April 2014; July 2015; August 2019; June 2022. Technical changes: March 2010; January 2013.

