

OKOTA POLICIES AND PROCEDURES

1. POLICIES AND PROCEDURES RELATING TO PURPOSE OF OKOTA

The functions of the OKOTA shall be:

- 1.1 to operate as an affiliate organization of the American Occupational Therapy OKOTA, Inc. hereinafter referred to as AOTA.
- 1.2 to provide meetings at which to transact official business, to present papers or reports on or related to occupational therapy, to carry out educational activities, and to encourage similar programs among other health related organizations or groups affiliated with OKOTA.
- 1.3 to publish and disseminate information pertinent to OKOTA or to its membership.
- 1.4 to enunciate standards of education, training and practice and to implement these through appropriate channels.
- 1.5 to stimulate and encourage research in health care, human services, and the application of appropriate findings to occupational therapy.
- 1.6 to establish and carry out policies concerning the professional development, education, or general welfare of its membership.
- 1.7 to cooperate with external organizations or agencies as may be necessary to maintain continued progress and growth of OKOTA.

2. POLICIES AND PROCEDURES RELATING TO MEMBERSHIP

- 2.1 **Membership Fees:** The Executive Board shall determine the annual dues for all classes of membership. Fee schedules for membership classifications shall be announced to the total membership through established channels of communication and will be stated within the appropriate application forms for membership in OKOTA.
- 2.2 **Membership Year:** The membership year is one year from the date dues are paid
- 2.3 **Reduction of Membership Fees:** Individuals designated as Inactive Members may maintain good standing by paying dues at one half of the amount appropriate to classification of membership.
- 2.4 **Waiver of Membership Fees:** OKOTA has the option of waiving membership fees for persons who are unable to provide OT services because of disability. Persons seeking waiver of membership fees shall provide supporting documentation to the Executive Board
- 2.5 **Honorary Life Members:** Annual dues, and fees for attendance at OKOTA meetings, conferences, and workshops shall be waived for those individuals granted Honorary Life membership. An official listing of those individuals designated Honorary Life members shall be published annually in an official publication of OKOTA.

3. **POLICIES AND PROCEDURES RELATING MEETINGS**

3.1 **Regular Meetings**

- 3.1.1 The Executive Board of OKOTA shall establish the location of the OKOTA annual meeting and other regular meetings, taking into consideration religious holidays and meetings or activities that place additional or unusual demand on OKOTA members.
- 3.1.2 Rules of the Day shall be distributed and approved.
- 3.1.3 Minutes shall be recorded and made available for the membership.

3.2 **Special Meetings**

- 3.2.1 No other business may be conducted at the time of a special meeting than that for which it was called.

4. **POLICIES AND PROCEDURES RELATING TO OKOTA OFFICERS**

4.1 **Election of OKOTA Officers**

- 4.1.1 Election to the office shall conform to all policies of OKOTA and shall be by majority vote.
- 4.1.2 The membership of OKOTA shall be informed each year of the election of officers for state positions. Such announcement shall include the respective terms of office, eligibility criteria, and procedures for the nomination of members for the office.
- 4.1.3 Each year the membership shall be provided a roster or listing of all elected officials.
- 4.1.4 A rotation schedule consistent with the terms of office outlined in the Bylaws shall be maintained in the procedures of OKOTA.

| Position | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|-----------------------|------|------|------|------|------|------|------|------|
| President | | X | | X | | X | | X |
| Vice President | X | | X | | X | | X | |
| Secretary | | X | | X | | X | | X |
| Treasurer | X | | X | | X | | X | |
| OTA Rep | | X | | X | | X | | X |
| Student Rep | X | X | X | X | X | X | X | X |
| Directors at-large I | | X | | X | | X | | X |
| Directors at-large II | X | | X | | X | | X | |
| AOTA Rep | | X | | | X | | | X |

- 4.1.5 OKOTA may conduct elections for the AOTA Representative according to AOTA policies and procedures and with labels furnished by AOTA.

4.2 **Duties of the Nominating Committee:** The Nominating Committee shall:

- 4.2.1 Announce position vacancies.

- 4.2.2 Seek recommendations from the membership for persons to be considered for nomination to OKOTA offices and AOTA Representative.
- 4.2.3 Contact members to seek nominees for all elective offices to be filled.
- 4.2.4 Communicate with all contacts that nomination does not mean that the individual will be selected as a candidate or included on the final slate.
- 4.2.5 Determine the eligibility of nominees and secure the written consent of all nominees to run for election and their intention to serve if elected.
- 4.2.6 Obtain from each nominee a position statement summarizing qualifications, why the candidate wishes to assume this leadership position, and vision for the future of the profession and OKOTA.
- 4.2.7 Review CV/resume and position statement for each candidate.
- 4.2.8 Select two candidates for each office from the list of nominees
- 4.2.9 Thank in writing or via email all those who agreed to run for an office
- 4.2.10 If a dual slate cannot be obtained, provisions for a write-in candidate must be made. The ballot shall include a space to enter the write-in candidate's name. Write-in candidates must meet the qualifications as stated in these Bylaws to be eligible for any office and provide written consent to serve if elected.
- 4.2.11 Prepare a ballot of candidates with background and position statement for all elective offices to be filled.
- 4.2.12 Arrange for the distribution, receipt, and tally of ballots by impartial, non-member personnel or organization.
- 4.2.13 Election shall be by a mail or electronic ballot with a majority received from the voting members required to elect a candidate.
- 4.2.14 The ballot shall be delivered to voting members of OKOTA at least thirty (30) days before the declared deadline for the receipt of ballots.
- 4.2.15 The ballot shall state the deadline date. The election shall be closed on this deadline date and ballots received thereafter shall not be counted.
- 4.2.16 In the event of a tie vote after recounting the ballots, there shall be a ballot vote by the voting members present at the next regular meeting of the membership
- 4.2.17 Notify all candidates of election results prior to reporting such results to the membership.
- 4.2.18 Request that ballots be destroyed upon completion of an election.

4.3 General Benefits for OKOTA Officers.

OKOTA Officers shall receive benefits for service, unless it has been determined that they have not fulfilled the duties of the position as decided by a quorum of the voting Board members. Each Officer shall receive:

- 4.3.1 Free registration and meals for all meetings and the annual conference.
- 4.3.2 Continuing education credits for service as outlined in the licensure act. Officers may receive up to eight points per year.
- 4.3.3 Paid mileage/toll fees for trips 75 miles or over per round trip to meetings or events where the Officer is acting on behalf of OKOTA, or in their role for OKOTA, at a rate determined by the Executive Board of OKOTA.
- 4.3.4 Recognition at annual conference for service.

4.4 Vacancies in Any Office

There shall be an orderly transition of power and assignment of duties when an office is vacated for any reason.

4.5 Resignation from Office

4.5.1 The President, Vice President, Treasurer, OTA Representative, Directors-at-large, and Student Representative shall submit to the Secretary of OKOTA, a written request to resign, giving the effective date of the resignation.

4.5.2 The Secretary shall submit to the President of OKOTA a written request to resign, giving the effective date of the resignation.

4.5.3 The Executive Board shall receive and act upon the request for resignation.

4.6 Censure of Officers

OKOTA officers may be censured for misconduct, neglect of duty, or failure to perform in good faith in fulfilling any duty assigned to that office.

4.6.1 Any five members of the OKOTA may submit a written petition to the President or Secretary of the OKOTA for censure of an officer.

4.6.2 A five-member ad hoc committee will be appointed by the Executive Board to hear testimony from both the accused officer and the accusing members concerning the issues involved in the need to censure.

4.6.3 No member who submitted the written petition may serve on the ad hoc committee to review the petition

4.6.4 The ad hoc committee shall review the petition and the testimony to ascertain the validity of the charge.

4.6.5 If considered valid, a motion to censure may be presented at a business meeting of the OKOTA.

4.7 Removal of Officers - An elected official may be removed for: failure to maintain qualifications for office; failure to perform official duties; or unethical professional behavior.

4.7.1 Any five members may submit a written petition to the President or Secretary requesting the removal of an elected official and stating grounds for removal.

4.7.2 A five-member ad hoc committee will be appointed by the Executive Board to review and investigate the petition to ascertain the validity of the charge. The committee shall determine whether to bring a formal charge for removal to the OKOTA.

4.7.3 No member who submitted the written petition may serve on the ad hoc committee to review the petition.

4.7.4 The membership has the final authority to remove an elected officer. A resolution for removal will be sent to each voting member at least twenty-one days prior to a business meeting, stating that a vote on the resolution will take place at that meeting. The resolution must be adopted by a two-thirds vote.

4.7.5 The elected officer may rebut the charges in the petition in writing to the Chair of the ad hoc committee. The elected officer may answer the charges brought before the membership meeting.

4.7.6 If the membership adopts the resolution for removal, the elected officer is removed and the duties of the removed officer shall be fulfilled in accordance with Article V, Section 5 of the Bylaws.

4.8 **Appeal**

The outcome of the vote of OKOTA membership voting shall be final on whether an officer shall be censured or removed from office.

5. POLICIES AND PROCEDURES REGARDING DUTIES OF OFFICERS

5.1 President

5.1.1 Responsibilities

- a. Shall be the chief executive officer of the OKOTA and shall preside at all meetings of the OKOTA and the Executive Board.
- b. Shall be an ex-officio member of all committees except the Nominating Committee.
- c. Shall have the power to sign all written obligations of the OKOTA and shall have the general powers of supervision and active management usually vested in the office.
- d. Shall guide and conduct the activities of the OKOTA in accordance with the general policies of the OKOTA and AOTA.
- e. Shall submit copies of the OKOTA annual report on the date specified to the specified officers of AOTA
- f. Shall submit a report for all Executive Board and Regular meetings.
- g. Shall attend all meetings of OKOTA.
- h. Shall attend meetings of the Affiliated State Association Presidents and the annual meeting of AOTA.
- i. Within 30 days after the election of officers, shall send to the Executive Director of AOTA a complete list of the elected officers in the form requested by the Executive Director of AOTA.
- j. Shall promptly report to AOTA any changes in officers and/or addresses which may occur during the year.
- k. Shall have a working knowledge of parliamentary process and a thorough understanding of the Bylaws.
- l. Shall share with the President-elect all information which will be helpful in ensuring an orderly transition to the office.
- m. Prepare Annual report and present to membership at annual conference.

5.1.2 Meetings

- a. Shall chair all Board meetings and the Annual Business Meeting of the membership.
- b. Has responsibility for development of the agenda for all meetings of OKOTA and the Executive Board.
- c. Has responsibility for the design, development, and implementation of the Annual Business Meeting of OKOTA.
- d. May attend meetings of any Committee of OKOTA.
- e. May represent OKOTA at meetings of other organizations or agencies where official representation from OKOTA is needed.

5.1.3 **Communication**

- a. The President's report for the Annual Business Meeting should include:
 - i. Issues and concerns facing the membership that have been brought to the attention of the President.
 - ii. Suggested activities for the membership to further the goals and objectives of OKOTA.
 - iii. Plans for the coming year.
- b. Maintain communication with all parts of OKOTA.
- c. Respond to letters or other communications from the membership.
- d. Maintain regular communication with the Administrative Assistant.

5.1.4 **Budget**

- a. Coordinate the budgetary needs of OKOTA with the Treasurer and Administrative Assistant.
- b. Serve with the Treasurer to prepare the budget for presentation to the Board.

5.1.5 **Affiliated State Association President's Annual Meeting**

In order to have a voice on a national level through AOTA, OKOTA will support leadership activity on a yearly basis. OKOTA will provide the following financial support:

- a. Pay for a round-trip ticket for the President to attend the AOTA ASAP Annual Meeting.
- b. Pay for one-half of the hotel charges for the days of the ASAP meetings and the day of the AOTA Annual Meeting.
- c. Reimburse the President up to \$35 per day for food.
- d. All receipts must be submitted to the Treasurer of OKOTA or designee, along with a completed OKOTA Reimbursement Form.

5.2 **Vice President**

5.2.1 **Responsibilities**

- a. Assist in the discharge of the Presidential duties.
- b. Shall discharge the duties in the absence of the President, or in the event of a vacancy in that office, shall fill the unexpired term.
- c. Shall be liaison to the Conference Committee and Continuing Education Committee.
- d. Oversee the Association's strategic plan and leadership development.
- e. Serve as a voting member of the Executive Board.
- f. Submit a report for all Executive Board and Regular meetings via Administrative Assistant.
- g. Attend all meetings of OKOTA.
- i. Prepare Annual report and present to membership at annual conference.
- j. Shall share with the Vice President-elect all information which will be helpful in ensuring an orderly transition to the office.

5.3 **Secretary**

5.3.1 **Responsibilities**

- a. Record and read the minutes of all official OKOTA and Executive Board meetings.
- b. Within 14 days after a meeting, send a copy of the minutes to Executive Board members and the Newsletter editor.
- c. Be responsible for general correspondence of the OKOTA.
- d. Maintain on file with the Secretary of AOTA, a copy of the current Bylaws of the OKOTA, and report to the Secretary of AOTA any changes made in the Bylaws within 30 days of their inception.
- e. Be the custodian of the official written records/files of the OKOTA.
- f. Serve as a voting member of the Executive Board.
- g. Attend all meetings of OKOTA.
- h. Shall share with the Secretary-elect all information which will be helpful in ensuring an orderly transition to the office.
- i. Maintain a file of the continuing effect motions.

5.3.2 **Communications**

- a. Shall prepare minutes for all Board meetings and all meetings of OKOTA.
- b. Shall prepare a summary of each regular board meeting for the webpage.

5.4 **Treasurer**

5.4.1 **Responsibilities**

- a. Shall be responsible for the collection of all dues, fees and other monies paid into or belonging to OKOTA.
- b. Shall be responsible, under the direction of the Executive Board, for disbursing funds.
- c. Shall keep an itemized record of all receipts and expenditures and shall give a written report of same at each meeting.
- d. Shall submit written reports for all Executive Board and Regular meetings via Administrative Assistant.
- e. Shall maintain with the Administrative Assistant, a current listing of members in good standing.
- f. Shall serve as a voting member of the Executive Board.
- g. Shall attend all meetings of OKOTA.
- h. Shall oversee OKOTA office management of the funds and, as appropriate, other securities of OKOTA.
- i. Shall verify disposition of deposits of all monies and other valuable effects in the name and to the credit of OKOTA.
- j. Consult with the Board on location of bank and other institutions to handle OKOTA accounts.
- k. Shall submit to the President and the Board whenever they may require it and account of the financial condition of OKOTA.
- l. Submit an annual report on the financial condition of OKOTA to the Board at their regular meeting preceding the annual business meeting and a like report to the membership at the annual business meeting of OKOTA. Such report or summary shall be distributed in the next regular newsletter, or by special publication at the discretion of the Board.

- m. Facilitate scheduling and filing of financial reports and documents, and payment of taxes, fees, and other legal assessments as required by law, retaining copies for the permanent OKOTA files., including but not limited to the following:
 - i. Form 990 - Annual Income Reporting for Non-Profit Corporations
 - ii. 1099 - Annual Income Reporting Form for Contract Employees
- n. Work closely with the Administrative Assistant to receive, verify, and record financial reports of receipt and disbursement of OKOTA funds entrusted to one's care and to assist in financial matters of concern to OKOTA.
- o. Oversee a balanced budget as approved by the Executive Board.
- p. Shall oversee the student scholarship program.
- q. Shall share with the Treasurer-elect all information which will be helpful in ensuring an orderly transition to the office.

5.4.2 **Communication**

- a. The Treasurer's report should include
 - i. Balance of each account
 - ii. Expenses and income since last Board meeting
- b. Other communications, letter, phone calls as necessary to conduct business of the office.

5.4.3 **Budget**

- a. Serves with the President in preparation of the budget.

5.5 **OTA Representative**

5.5.1 **Responsibilities**

- a. Serve as a liaison between OTAs in the State and the OKOTA.
- b. Communicate results of OKOTA deliberations to constituents.
- c. Serve as a voting member of the Executive Board.
- d. Submit a report for all Executive Board and Regular meetings via Administrative Assistant.
- e. Attend all meetings of OKOTA.
- f. Prepare Annual report and present to membership at annual conference.
- g. Shall share with the OTA Representative-elect all information which will be helpful in ensuring an orderly transition to the office.

5.6 **Student Representative**

5.6.1 **Responsibilities**

- a. Shall oversee the OKOTA's student recruitment efforts.
- b. Shall serve as a liaison between students in occupational therapy programs in the State and the OKOTA.
- c. Shall serve as a voting member of the Executive Board.
- d. Shall submit a report for all Executive Board and Regular meetings via Administrative Assistant. ~~s to the OKOTA newsletter.~~
- e. Shall attend all meetings of OKOTA.

- f. Prepare Annual report and present to membership at annual conference.
- g. Shall share with the Student Representative-elect all information which will be helpful in ensuring an orderly transition to the office.

5.7 Directors at-large

5.7.1 Responsibilities

- a. Shall be liaisons to the Conference Committee and Continuing Education Committee.
- b. Shall have additional responsibilities at the request of the Executive Board.
- c. Serve as a voting member of the Executive Board.
- d. Submit a report for all Executive Board and Regular meetings via Administrative Assistant.
- e. Attend all meetings of OKOTA.
- f. Prepare Annual report and present to membership at annual conference.
- g. Shall share with the Director-at-large-elect all information which will be helpful in ensuring an orderly transition to the office.
- h. Provide historical perspective on OKOTA operations.

6. POLICIES AND PROCEDURES RELATING TO THE AOTA REPRESENTATIVE

- 6.1 The AOTA Representative is a representative of the State Election Area, and not OKOTA.
- 6.2 The AOTA representative holds a non-voting position on the Executive Board of OKOTA. This permits the Representative to be informed about issues and concerns of OKOTA, and to represent these issues as well as issues from the entire membership in AOTA in the state when considering actions of the AOTA Representative Assembly.
- 6.3 The AOTA Representative reports to the Board the actions of the AOTA that affect OKOTA or practice within the state. As liaison between the RA (the policy making body of AOTA), AOTA members, OKOTA members and the OKOTA Board, the Oklahoma representative and alternate representative shall:
 - 6.3.1 be knowledgeable of the structure and functions of the RA and the structure and functions of AOTA
 - 6.3.2 represent OKOTA members within the election area (constituents).
 - 6.3.3 receive, disseminate, and explain information regarding business of OKOTA.
 - 6.3.4 Communicate deadlines for Resolutions, Reports, and Nominations for awards and elections.
 - 6.3.5 be available to constituents to assist with writing resolutions or motions or prepare them on their behalf.
 - 6.3.6 communicate with constituents before each scheduled RA meeting regarding business to be considered.

- 6.3.7 assist constituents to increase their effectiveness in influencing policy and procedures of AOTA.
- 6.3.8 communicate concerns and positions of constituents to the RA or other appropriate AOTA body.
- 6.3.9 report to constituents following each RA meeting regarding business transacted.
- 6.3.10 encourage membership and participation in AOTA.

6.4 Election

OKOTA may assist AOTA in the election of the AOTA Representative, according to AOTA policies and procedures with mailing labels furnished by AOTA.

6.5 Term of Office

The Representative serves on the OKOTA Executive Board for the term of office as AOTA Representative.

7. POLICIES AND PROCEDURES RELATING TO THE EXECUTIVE BOARD

7.1 General Duties of OKOTA Officers

Elected officers of OKOTA are expected to execute the duties of their positions in order to receive the benefits of their position. All elected officers and appointed committee chairs shall:

- 7.1.1 Attend all meetings of the Executive Board. If more than two meetings are missed, the Secretary of OKOTA will notify the absent Board member in writing of the loss of benefits for the office. All Board members will be notified at the next Board meeting.
- 7.1.2 Attend all OKOTA continuing education events in order to serve as a role model for the membership and to be available for questions or suggestions outside of the formal business meeting. Exceptions are made for significant family, professional, and social events, or when the Board member has expressly identified an inability to attend on the date pre-selected by the Continuing Education Committee.
- 7.1.3 Submit written reports of current activity for each Executive Board meeting to the President or designee one week prior to each Executive Board meeting. Reports should designate the areas of the strategic plan being addressed.
- 7.1.4 Submit a written report of the past year's activity for the Annual Report to the President or designee within the deadline provided. Reports should designate the areas of the strategic plan that have been met, and which goals are ongoing for the next year.
- 7.1.5 Submit a concise written report of significant activity to the Newsletter Editor for each of the OKOTA newsletter editions.
- 7.1.6 Participate in the development and implementation of the strategic plan, especially areas that are designated for that Board member's area of service. Board member activity is dictated by strategic plan goals.
- 7.1.7 Be familiar with the Bylaws, policies, procedures, and strategic plan of the OKOTA in order to discuss Board business with adequate background knowledge of OKOTA practices.

- 7.1.8 Keep a record of position activities, which includes monies spent, goals developed and met, contacts made, or any other activity related to completing the duties of the Executive Board. This is to assist with the development of reports and act as a second record for OKOTA activities. These records shall be turned into the Administrative Manager for storage at the end of each Board member's term of office.
- 7.1.9 The OKOTA Secretary will submit confirmation to individuals who have met the requirements of their position and should be candidates for receiving continuing education points for their work. This confirmation will be sent each July for the previous fiscal year.

7.2 Money Management

All members of the Executive Board shall follow administrative policies for money management.

- 7.2.1 Board members shall develop and follow a budget concerning each Board member's specific area of service, submitted to the Treasurer of OKOTA or designee, at the time designated. A copy of this completed form should be kept in the Board members' records of office.
- 7.2.2 Board members shall get approval for expenses over \$50 from the Treasurer of OKOTA or designee, through a written request by email, fax, or letter. A written confirmation approving expenditure shall be returned by the Treasurer or designee, prior to the Board member spending the money. A copy of this confirmation should be kept in the Board members' records of office.
- 7.2.3 Receipts must be submitted to the Treasurer of OKOTA, or designee within thirty (30) days of the expenditure, for all OKOTA monies spent and reimbursement expected. The Board member must send the receipt(s) stapled to the current OKOTA Reimbursement Form with all blanks completed, in order to receive reimbursement. A copy of this completed form should be kept in the Board members' records of office.
- 7.2.4 Mileage/toll reimbursement requests shall be submitted to the Treasurer of OKOTA or designee within thirty (30) days of the trip, with documentation of the exact number of miles driven and toll receipts stapled to the OKOTA Reimbursement Form. A copy of this completed form should be kept in the Board members' records of office.
- 7.2.5 Long distance phone bills can be reimbursed by OKOTA by submitting a copy of the phone bill with the calls made on behalf of OKOTA highlighted, and stapled to an OKOTA Reimbursement Form. This is submitted to the Treasurer of OKOTA or designee. A copy of this completed form should be kept in the Board members' records of office.
- 7.2.6 Postage can be reimbursed by OKOTA by submitting a copy of the receipt(s) stapled to an OKOTA Reimbursement Form. This is submitted to the Treasurer of OKOTA or designee. A copy of this completed form should be kept in the Board members' records of office.

8. POLICIES AND PROCEDURES RELATING TO COMMITTEES

8.1 Responsibilities:

Appointed chairs of the Standing Committees of the Executive Board are expected to execute the duties of their positions in order to receive the benefits of their position. All elected officers and appointed committee chairs shall:

- 8.1.1 Attend all meetings of the Executive Board and serve as voting member. If more than two meetings are missed, the Secretary of OKOTA will notify the absent Board member in writing of the loss of benefits for the office. All Board members will be notified at the next Board meeting.
- 8.1.2 Attend all OKOTA continuing education events in order to serve as a role model for the membership and to be available for questions or suggestions outside of the formal business meeting. Exceptions are made for significant family, professional, and social events, or when the Board member has expressly identified an inability to attend on the date pre-selected by the Continuing Education Committee.
- 8.1.3 Submit written reports of current activity for each Executive Board meeting to the President or designee one week prior to each Executive Board meeting. Reports should designate the areas of the strategic plan being addressed.
- 8.1.4 Submit a written report of the past year's activity for the Annual Report to the President or designee within the deadline provided. Reports should designate the areas of the strategic plan that have been met, and which goals are ongoing for the next year.
- 8.1.6 Participate in the development and implementation of the strategic plan, especially areas that are designated for that Board member's area of service. Board member activity is dictated by strategic plan goals.
- 8.1.7 Be familiar with the Bylaws, policies, procedures, and strategic plan of the OKOTA in order to discuss Board business with adequate background knowledge of OKOTA practices.
- 8.1.8 Keep a record of position activities, which includes monies spent, goals developed and met, contacts made, or any other activity related to completing the duties of the Executive Board. This is to assist with the development of reports and act as a second record for OKOTA activities. These records shall be turned into the Administrative Manager for storage at the end of each Board member's term of office.
- 8.1.9 The OKOTA Secretary will submit confirmation to individuals who have met the requirements of their position and should be candidates for receiving continuing education points for their work. This confirmation will be sent each July for the previous fiscal year.

8.2 **Benefits**

Committee chairs shall receive benefits for service, unless it has been determined that they have not fulfilled the duties of the position as decided by a quorum of the voting Board members. Each committee chair shall receive:

- 8.2.1 A 50% discount on registration and meals for all continuing education programs, including annual conference.
- 8.2.2 Continuing education credits for service as outlined in the licensure act. Standing Committee chairs may receive up to eight points per year.
- 8.2.3 Paid mileage/toll fees for trips 75 miles or over per round trip to meetings or events where the Board member is acting on behalf of OKOTA, or in their role for OKOTA, at a rate determined by the Treasurer of OKOTA.

- 8.2.4 Recognition at annual conference for service.
- 8.2.5 No standing committee shall have more than two co-chairs. Each co-chair must demonstrate an equal share of the responsibilities in order to qualify for appointed committee chair benefits, as judged by the Executive Board.

8.3 **Committee Members**

Standing Committee members shall receive benefits for service, unless it has been determined that they have not fulfilled their responsibilities within the committee, as decided by a quorum of the committee on which they serve. Members of Executive Board Standing Committees shall receive:

- 8.3.1 A 10% discount for all continuing education programs, including annual conference.
- 8.3.2 Recognition at annual conference for service.
- 8.3.3. Up to four continuing education points per year for service, as outlined in the licensure act.

8.4 **Standing Committee Duties**

8.4.1 **Conference Committee:** Shall

- a. Have responsibility for development and organization of OKOTA's Annual Conference.
- b. Standardize the operating procedures and organization of the annual conference. Detailed procedures are found in the Conference Manual, as approved by the Executive Board.
- c. Provide opportunities for members to participate in professional, educational, and social activities.
- d. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- e. Provide a written report of the committee's activities at the request of the President of OKOTA.
- f. Submit budget requirements to the Treasurer of OKOTA

8.4.2 **Continuing Education Committee:** Shall

- a. Have responsibility for continuing education other than annual conference, to include:
 - i. Workshops
 - ii. Continuing Education
 - iii. Health fairs
 - iv. Special Interest Sections
- b. Promote the development of knowledge and skills in specific areas of occupational therapy practice.
- c. Promote continuing education within each Special Interest Section.
- d. Function as a resource to any member of the OKOTA regarding subject matter recognized within a Special Interest Section.
- e. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- f. Provide a written report of the committee's activities at the request of the President of OKOTA.

- g. Submit budget requirements to the Treasurer of OKOTA

8.4.3 Development Committee. Shall

- a. Initiate, investigate, report, and carry out ways for augmenting the treasury of the OKOTA by means other than dues.
- b. Hold fund-raising events at Annual Conference.
- c. Call meetings of the committee as necessary to facilitate assigned responsibilities.
- d. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- e. Provide a written report of the committee's activities at the request of the President of OKOTA.
- f. Submit budget requirements to the Treasurer of OKOTA

8.4.4 Membership Committee: Shall

- a. Actively contact and recruit members throughout the year.
- b. Develop and carry out ways to increase the membership.
- c. Explore new services for members.
- d. Develop and conduct an annual membership drive.
- e. Publish a periodic newsletter
 - i. Distribute the newsletter to members of the OKOTA, and once annually to all AOTA members residing in the state.
 - ii. Distribute the newsletter to organizations or individuals that might promote occupational therapy.
 - iii. Receive and publish minutes of OKOTA and Executive Board meetings.
 - iv. Receive and publish other information of interest to the membership.
 - v. Announce in the newsletter, the time and place of OKOTA meetings.

8.4.5 Information Technology Committee. Shall

- a. Maintain an active web site and social media sites as appropriate.
- b. Put OKOTA information on the OKOTA website.
- c. Receive and put on the website, other information of interest to the membership that is approved by the Executive Board.
- d. Update information on the OKOTA website in a timely manner.
- e. Respond to requests for information that come through the OKOTA website in a timely manner.
- f. Announce the time and place of OKOTA meetings on the website.
- g. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- h. Provide a written report of the committee's activities at the request of the President of OKOTA.
- i. Submit budget requirements to the Treasurer of OKOTA.

8.4.6 Recognitions Committee: Shall:

- a. Recognize members for achievements
 - i. Recommend policies for eligibility and guidelines for award procedures to the Executive Board for approval.
 - ii. Review candidates for all honors.
 - iii. Make the final selection of individuals as award recipients.
- b. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- c. Provide a written report of the committee’s activities at the request of the President of OKOTA.
- d. Submit budget requirements to the Treasurer of OKOTA.

8.4.7 Legislative and Reimbursement Committee: Shall

- a. Deal with legislative issues that affect the profession on a local, state, or national level.
- b. Deal with issues dealing with payment for occupational therapy services on a state or national level.
- c. Suggest new priorities for the committee for the following year to the Executive Board.
- d. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- e. Provide a written report of the committee’s activities at the request of the President of OKOTA.
- f. Submit budget requirements to the Treasurer of OKOTA.

8.4.8 Community Awareness Committee: Shall:

- a. Deal with public relations aspects of the profession and OKOTA on a local, state, or national level, and/or
- b. Provide a written annual report to the Secretary of OKOTA for inclusion in the OKOTA Annual Report.
- c. Provide a written report of the committee’s activities at the request of the President of OKOTA.
- d. Submit budget requirements to the Treasurer of OKOTA.

8.4.9 Bylaws, Policies, and Procedures Committee: Shall

- a. Review OKOTA bylaws, policies, and procedures annually to ensure they are in accordance with AOTA Bylaws.
- b. Solicit and consider suggestions regarding revisions and amendments to bylaws, policies, and procedures from OKOTA members.
- c. Amend OKOTA bylaws according to procedures set forth in Article X when revisions/updating are needed.
- d. Disperse copies of amended bylaws to current membership as needed.
- e. Assist in maintaining a file of Continuing Effect Motions.

9. POLICIES AND PROCEDURES RELATING TO SPECIAL POSITIONS

- 9.1 People who serve in the positions of Newsletter Editor, Conference Committee Chair, and Membership Committee Chair shall receive benefits for service, unless it has been determined that they have not fulfilled the duties of the position as decided by a quorum of the voting Board members. Benefits shall include:
 - 9.1.1 Free registration and meals for all meetings, including annual conference.
 - 9.1.2 Continuing education credits for service as outlined in the licensure act, up to eight points per year.
 - 9.1.3 Paid mileage/toll fees for trips 75 miles or over per round trip to meetings or events where the person is acting on behalf of OKOTA, or in their role for OKOTA, at a rate determined by the Treasurer of OKOTA.
 - 9.1.4 Recognition at annual conference for service.

10. POLICY RELATING TO DOCUMENT RETENTION AND DESTRUCTION

- 10.1 This policy identifies the record retention responsibilities of staff, volunteers, members of the Executive Board, and outsiders for maintaining and documenting the storage and destruction of the Association’s documents and records.
 - 10.1.1 Rules. The Association’s staff, volunteers, members of the Executive Board, and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
 - (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by Officers and the Administrative Assistant or their equivalents;
 - (b) all other paper documents will/may be destroyed after three years;
 - (c) all other electronic documents will /may be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
 - (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
 - 10.1.2 Terms for retention.
 - a. Retain permanently:
 - Governance records:* Charter and amendments, Bylaws, other organizational documents, Executive Board minutes, general meeting minutes, and Board committee minutes.
 - Tax records:* Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
 - Intellectual property records:* Copyright and trademark registrations and samples of protected works.
 - Financial records:* audited financial statements, attorney contingent liability letters.
 - b. Retain for ten years:

Pension and benefit records: Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
Government relations records: State and federal lobbying and political contribution reports and supporting records.

c. Retain for three years:

Employee/employment records: Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records: Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement, and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents, and files:

Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

e. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Association's President or by the Executive Board.

11. POLICY ON THE PROCESS FOR DETERMINING COMPENSATION

11.1 This Policy on the Process for Determining Compensation of the Oklahoma Occupational Therapy Association applies to the compensation of the following persons employed by the Association:

_____ The Association's Chief Executive Officer (Chief employed executive: The Chief Executive Officer, executive director, or top management official, i.e., a person who has ultimate responsibility for implementing the decisions of the Association's governing body or for supervising the management, administration, or operations of the Association.)

 X The Association's Administrative Assistant

 X The Association's Web Manager

 X The Association's Officers (Officer: A person elected or appointed to manage the Association's daily operations, such as a president, vice-

president, secretary, or treasurer. The officers of the Association are determined by the Bylaws. Officers include the Association's management official and top financial official (the person who has ultimate responsibility for managing the Association's finances).

- 11.2 The process includes all of these elements:
 - 11.2.1 Review and approval. The compensation of the person is reviewed and approved by the Executive Board, provided that the persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
 - 11.2.2 Use of data as to comparable compensation. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
 - 11.2.3 Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

12. WHISTLEBLOWER POLICY

- 12.1 This Whistleblower Policy of OKOTA: 1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Association; 2) specifies that the Association will protect the person from retaliation; and 3) identifies where such information can be reported.
 - 12.1.1 Encouragement of reporting. The Association encourages complaints, reports, or inquiries about illegal practices or serious violations of the Association's policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Association's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
 - 12.1.2 Protection from retaliation. The Association prohibits retaliation by or on behalf of the Association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries, or who otherwise abuse this policy.
 - 12.1.3 Where to report. Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous base. They should describe in detail the specific facts demonstrating the bases for the complaint, reports, or inquiries. They should be directed to the Association's President, or if

that person is implicated in the complaint, report, or inquiry, it should be directed to the Vice President. The Association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Association may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

13. CONFLICT OF INTEREST POLICY

- 13.1 Any director, officer, or key employee of the Oklahoma Occupational Therapy Association, who has an interest in a contract or other transaction presented to the Executive Board or a committee thereof for authorization, approval, or ratification, shall make a prompt and full disclosure of that interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction, which might reasonably be construed to be adverse to the corporation's interest.
- 13.2 The body to which such disclosure is made shall thereupon determine, by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such persons shall not vote on, nor use one's personal influence on, nor participate in (other than to present factual information or to respond to questions), the discussions or deliberations with respect to such contract or transaction. Such persons may be counted in determining whether a quorum is present but may not be counted when the Executive Board or a committee of the Board takes action on the transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon, the abstention from voting and participation, and whether a quorum was present.

Adopted 3/8/04; revised 5/10/04; revised 11/ /07; revised 1/22/ 08; revised 5/20/10; revised 4/2014.