

BYLAWS OF IDAHO OCCUPATIONAL THERAPY ASSOCIATION

ARTICLE 1. NAME, MISSION AND LOCATION

Section 1. Name:

The name of this organization is the Idaho Occupational Therapy Association, Incorporated (IOTA), an Idaho nonprofit corporation. Idaho Occupational therapy Association is a state affiliate of the American Occupational Therapy Association (AOTA).

Section 2. Mission Statement:

IOTA shall support and advance the profession of Occupational Therapy through professional development, public awareness, and political advocacy.

Section 3. Location:

The primary geographic area served by IOTA shall be the State of Idaho.

ARTICLE II. MEMBERS

Section 1. Membership Categories:

Membership shall be divided into five categories:

- A. Occupational Therapists: Those members who were initially certified by the National Board of Certification for Occupational Therapy (NBCOT) and are currently in good standing with the state licensure board.
- B. Occupational Therapy Assistants: Those members who were initially certified by the National Board of Certification for Occupational Therapy (NBCOT) and are currently in good standing with the state licensure board.
- C. Student Occupational Therapists: Those students who express an interest in occupational therapy as a career or who are taking pre-occupational therapy or occupational therapy coursework.
- D. Associate: Those members who are interested in the promotion of occupational therapy, but who are not eligible for other membership categories.
- E. Honorary Life: Any category (A) or (B) member who is 65 years of age or older and has practiced occupational therapy for ten years or more, and has been a member of any state occupational therapy association for ten years or more may, upon application to and approval by the Executive Board, become a life member and shall be exempt from payment of dues, but shall retain all privileges of categories (A) or (B) as applicable.

Section 2. Membership rights and Privileges:

- A. Occupational Therapists:
 1. May attend and participate in all meetings of the association, including Executive Board meetings, SIS meetings, annual membership meetings and district meetings.
 2. May vote at open business meetings such as the annual business meeting on items pertaining to the association including but not limited to amending bylaws, ratifying the budget and election of officers.
 3. May be eligible to hold any office and serve on any committee subject to the qualifications established for the particular office or committee.
 4. Will receive the IOTA newsletter and mailings.
 5. Will receive membership discount rates for conferences and workshops sponsored by IOTA, and other state associations having reciprocity with IOTA

6. Will have access to resources from the office of the Executive Director used to advance the mission of the association.
- B. Occupational Therapy Assistants
1. May attend and participate in all meetings of the association, including Executive Board meetings, SIS meetings, annual membership meetings and district meetings.
 2. May vote at open business meetings such as the annual business meeting on items pertaining to the association including but not limited to amending bylaws, ratifying the budget and election of officers.
 3. May be eligible to hold any office and serve on any committee subject to the qualifications established for the particular office or committee.
 4. Will receive the IOTA newsletter and mailings.
 5. Will receive membership discount rates for conferences and workshops sponsored by IOTA, and other state associations having reciprocity with IOTA
 6. Will have access to resources from the office of the Executive Director used to advance the mission of the association
- C. Students:
1. May attend all open meetings of the Association.
 2. May vote at open business meetings such as the annual business meeting on items pertaining to the association including but not limited to amending bylaws, ratifying the budget and election of officers.
 3. May serve on committees subject to the qualifications established for the particular committee.
 4. Will receive the IOTA newsletter and routine mailings.
 5. Will receive membership discount rates for conferences and workshops sponsored by IOTA, and other state associations having reciprocity with IOTA.
 6. Will have access to resources from the office of the Executive Director used to advance the mission of the association
- D. Associates:
1. May attend and participate in the open meetings of the Association.
 2. Shall have no vote in the affairs of the Association or in the election of officers.
 3. Are not eligible to hold any office of the Association.
 4. May be invited to serve on committees.
 5. Will receive the IOTA newsletter and routine mailings.
 6. Will receive membership discount rates for conferences and workshops sponsored by IOTA, and other state associations having reciprocity with IOTA.
 7. Will have access to resources from the office of the Executive Director used to advance the mission of the association
- E. Honorary Life: Members who are deemed honorary life members have the same rights and privileges as category A & B Members.

Section 3. Reciprocity:

Members of other occupational therapy associations who are affiliates of AOTA shall be accepted as members in like status, upon presentation of a notice of transfer duly signed by the President of the association from which the member is transferring. Other state associations who have reciprocity with IOTA may also provide benefits, such as discounted attendance to continuing education courses to IOTA members in good standing.

ARTICLE III. OFFICERS

Section 1. Officers

The officers of IOTA shall be:

- A. President
- B. President Elect
- C. Vice President
- D. Secretary
- E. Treasurer
- F. SIS Chairperson
- G. Reimbursement Chairperson
- H. COTA Representative
- I. Representative Assembly Delegate
- J. MOT Student Representative
- K. OTA Student Representative

Section 2. Elections:

Officers of the Association shall be elected by individual ballot of members eligible to participate in the election of officers.

- A. The offices of Vice President, Treasurer and Reimbursement/Legislative Liaison will be elected in even-numbered years.
- B. The office of Secretary, SIS Chairperson and COTA Representative will be elected in odd-numbered years.
- C. The offices of President-elect and MOT and OTA Student Representative will be elected yearly.

Section 3. Eligibility and Qualifications:

- A. The offices of President and President Elect shall be filled by category A, B or E members who are current members of AOTA.
- B. The office of Student Representative shall be filled by category C members who have been accepted into or are completing coursework in a professional occupational therapy or occupational therapy assistant program.
- C. All other offices shall be filled by active IOTA members in good standing for a minimum of two years prior to the election and have served previously as an officer or as an active member or chairperson of an IOTA committee.

Section 4. Terms of Office:

- A. The offices of President, President Elect, and Student Representative shall be one year terms elected through IOTA
- B. The offices of Vice President, Secretary, Treasurer, SIS Coordinator, Reimbursement/Legislative Liaison and COTA Representative shall be two-year terms elected through IOTA.
- C. The office of AOTA Representative shall be a three-year term elected through AOTA.
- D. All terms of office shall commence after installment during the annual State conference of the year elected, unless otherwise stipulated by these bylaws.

Section 5. Duties:

In addition to the rights and duties provided elsewhere in these bylaws or as custom parliamentary usage may require, the officers have the rights and duties assigned to them as follows:

- A. PRESIDENT:
 - 1. The President is the Chief Executive of the IOTA and presides at all meetings of the Association and the Executive Board
 - 2. Shall preside over the association for one year after completing one year of training as the President Elect.

3. Shall appoint all committee chairpersons except as otherwise provided in these bylaws and be an ex-officio member of all committees except the Nomination Committee.
 4. Shall submit all records, reports, credentials and other materials as may be requested by AOTA.
 5. As leader of the Executive Board, shall provide supervision for the Executive Director.
 6. Shall cast the deciding vote in case of a tie vote of the Executive Board.
- B. PRESIDENT ELECT
1. Shall attend the annual ASAP (Affiliation of State Association Presidents) training for the office of President.
 2. Shall shadow the President to become familiar with IOTA standard operating procedures, legislative issues, and education and awareness programs and provide counsel as needed.
 3. In conjunction with the President, shall prioritize, initiate and oversee the Strategic Plan in an effort ensure a smooth transition process.
 4. Shall gain background information about IOTA, its members and issues by attending District and SIS meetings, promoting IOTA, and identifying and grooming future leaders.
 5. Shall be a member of the Nominations Committee.
 6. Shall be a voting member of the Executive Board.
- C. VICE PRESIDENT
1. Shall discharge the duties of the President in his/her absence.
 2. Shall succeed to the Presidency for the remaining portion of the term upon death, resignation, removal or disqualification of the President.
 3. Shall serve as the district chair coordinator and provide information on current trends throughout the State to the Executive Board.
 4. Shall be the Chair of the Nominations Committee.
 5. Shall be a voting member of the Executive Board.
- D. SECRETARY
1. Shall be responsible for the minutes of the meetings of the Association.
 2. Shall track the motions and charges of said meetings for continuity and follow-up actions.
 3. Shall serve on the Executive Board.
 4. Shall be a voting member of the Executive Board.
 5. Shall send to the President, Secretary and Executive Director of AOTA a complete roster of current IOTA Officers.
 6. Should the office of President and Vice President become vacant at the same time, the Secretary shall act as pro-tem until a special election can be held.
 7. Shall collect agenda items from the president and executive director and notify membership of items of discussion for upcoming meetings following the requirements outlined in these bylaws.
- E. TREASURER:
1. Shall be responsible for the collection of all dues, fees and other monies paid into or belonging to the Association.
 2. Shall be responsible for keeping full and accurate accounts of all receipts and disbursements of the Association.
 3. Shall cooperate with the audit committee for the annual audit of the records prior to the annual business meeting.
 4. Shall coordinate an annual professional audit from an outside agency.
 5. Shall report at the annual conference and submit to the Executive Board at each quarterly meeting a written statement of the financial affairs of the Association.

6. With the budget committee, shall be responsible for the preparation of the annual budget.
 7. Shall be a voting member of the Executive Board.
 8. Shall be bonded.
- F. SIS CHAIRPERSON
1. Shall be responsible for coordination of all SIS of IOTA.
 2. Shall provide semi-annual reports from the SIS to the Executive Board.
 3. Shall be a voting member of the Executive Board.
- G. REIMBURSEMENT/LEGISLATIVE LIAISON
1. Shall be responsible for coordinating efforts to address reimbursement and legislative issues pertinent to IOTA.
 2. Shall provide semiannual reports to the IOTA Executive Board.
 3. Shall be a voting member of the Executive Board.
- H. OTA REPRESENTATIVE
1. Shall represent the interests of OTA membership to the Executive Board
 2. Will encourage OTA participation within the organization.
 3. Shall be a member of the nominating committee.
 4. Shall be a voting member of the Executive Board.
- I. STUDENT REPRESENTATIVE
1. Shall represent the interest of student membership to the Executive Board.
 2. Shall encourage student participation within the organization.
 3. Shall be a voting member of the Executive Board.

Section 6. Vacancies:

- A. In the case of a vacancy in the office of the President, the Vice President will succeed to that office for the remainder of the term.
- B. In case of vacancies in other offices, the President may make an appointment for the remainder of the term.

**ARTICLE IV. REPRESENTATIVE AND
ALTERNATE REPRESENTATIVE ASSEMBLY DELEGATE**

Section 1. Eligibility and Qualifications:

- A. The positions of Representative and Alternate Representative Assembly Delegate shall be filled by category A and B members.
- B. Qualifications are as defined by AOTA.

Section 2. Terms of Office:

The Representative and Alternate Representative Assembly Delegate shall be elected for a term of three years. The Representative shall be elected in the years assigned to AOTA by the rotation plan of the Representative Assembly. The Representative may not be elected to more than two consecutive terms. The Representative elected to fill an unexpired term shall be eligible for re-election. In no event shall he/she serve more than eight consecutive years. The representative shall assume office on the first day of July following election.

Section 3. Duties and Responsibilities:

- A. The Representative is seated and becomes a member of the Representative Assembly of AOTA, functions of which are state in the AOTA Bylaws and the Procedural Guide for the Representative Assembly.
- B. The Alternate Representative assumes the Representative's responsibilities whenever the Representative is incapacitated.
- C. The Representative is a voting member of IOTA.

Section 4. Vacancies:

- A. If a vacancy occurs in the office of the Representative, the Alternate Representative shall become Representative:
- B. If a vacancy occurs in the office of the Alternate Representative, the President will appoint a new Alternate Representative for the remainder of the term per AOTA protocol.

ARTICLE V. DISTRICTSSection 1. Composition, formation and function:

- A. IOTA may be divided into Districts stemming from the location of the therapists.
- B. Geographic boundaries shall be defined as:
 - 1. Far North Idaho District: Shoshone, Kootenai, Boundary, Benewah and Bonner Counties.
 - 2. Northern Idaho District: On the north by the Far North counties; east and west by the state line; and on the south by the North Fork of the Salmon River which crosses the State from Riggins to Salmon, Idaho.
 - 3. Southwestern Idaho District: On the south and west by the state line; on the north by the North Fork of the Salmon River, which crosses the state from Riggins to Salmon, Idaho; on the east beginning at Salmon, the boundary will follow the South Fork of the Salmon River to a point due north of Mountain Home and from this point directly south to the state line.
 - 4. South Central Idaho District: On the south by the state line; on the north the boundary shall follow the state line along the Bitterroot Mountain Range to a hypothetical point above American Falls Idaho; on the east, a perpendicular line shall be drawn from the hypothetical point of the northern boundary through American Falls, Idaho to the state line on the south; on the west beginning at Salmon, Idaho, the boundary will follow the South Fork of the Salmon River to a point due north of Mountain Home and from this point directly south to the state line.
 - 5. Southeastern Idaho District: On the west, a perpendicular line shall be drawn from the hypothetical point of the northern boundary through American Falls to the state line on the south; on the east by the state line.
- C. Each district shall have a minimum of three (3) members before it can be a self-governing District.
- D. Therapists in Districts not containing three (3) members may then be associated with a neighboring district until it meets the standards set forth in Article V, Section 1-C.
- E. The function of each District shall be:
 - 1. To further the objectives of IOTA, Article 1, Section 3.
 - 2. To serve specific needs of therapists in a given geographic area.
 - 3. To enable the therapists to actively participate in their state organization.

Section 2. Membership:

Only members of IOTA may be members of a District (Article II, Section 1).

Section 3. Officers:

Each District shall have a chairperson appointed by the State President. The District Chairperson may appoint a District Secretary. District Officers (Chairperson, Vice Chairperson, and Secretary-Treasurer) may be elected after the District's membership reaches fifteen (15) members.

Section 4. Eligibility and Qualifications:

Eligibility for District Officers shall be the same as those of other IOTA Officers (Article II, Section 3, A and B)

Section 5. District Chair Duties:

- A. Shall report quarterly to the vice president.
- B. Shall preside at all District meetings.
- C. Shall schedule district meetings to be held quarterly.
- D. Shall serve on special committees as delegated by the President.

Section 6. Term of Office:

- A. The District Officers shall serve a one-year term.
- B. May be reappointed without restriction.

Section 7. Dissolution of a District:

The Executive Board of IOTA shall have, by majority vote, the authority to dissolve a District.

Section 8. Meetings:

Meetings shall be called at least annually in order to remain recognized as a District. These may be done in person, by email or telephone conference.

ARTICLE VI. SPECIAL INTEREST SECTIONS (SIS)

Section 1. Definition, Composition and Function:

- A. In addition to being a member of a District, an IOTA member may also be a member of a special interest section (SIS).
- B. An SIS is a group of members with interest in a similar specialty area of practice. The groups function to encourage the sharing of ideas, mentoring and to further continuing education in each specialty area.
- C. SIS groups consist of the following areas:
 1. Hand SIS
 2. Mental Health SIS
 3. Pediatric SIS
 4. Physical Rehabilitation SIS
- D. Additional SIS groups may be established at the request of the SIS coordinator with a majority vote of the Executive Board.
- E. Only members of IOTA may be members of a SIS.

Section 2. Leadership:

Each SIS will have a coordinator elected by its membership. This coordinator will be responsible to report to the SIS Chairperson.

Section 3. Duties:

- A. Prior to each quarterly Executive Board meeting, the coordinator will report to the SIS Chairperson regarding the SIS membership and activities.
- B. The SIS chairperson will represent these groups to the Executive Board.
- C. The SIS will schedule at least two (2) meetings per year that may be conducted in person, via email or telephone conference.
- D. The coordinator will be responsible to maintain a budget and financial records. A January to December financial summary will be reported to the IOTA treasurer and will be included in IOTA's annual audit.

Section 4. Dissolution:

The Executive Board may by majority vote to dissolve an inactive SIS.

Section 5. Minutes:

Minutes will be recorded at each SIS meeting and will be kept on file with IOTA meeting minutes.

ARTICLE VII. EXECUTIVE BOARDSection 1. Duties:

- A. Shall manage the affairs of the Association.
- B. Shall have general charge of all business interest of the Association.
- C. Shall develop plans to promote the growth of the Association and its members.
- D. Shall receive and act upon reports from all State District Chairpersons and SIS Coordinators.

Section 2. Composition:

The Executive Board shall be composed of:

- A. Officers of the Association.
- B. AOTA Representative Assembly Delegate

Section 3. Quorum

A quorum shall be five (5) Board Members.

Section 4. Meetings:

- A. The Executive Board shall meet at the request of the President or as specified elsewhere in these bylaws.
- B. At least three (3) meetings shall be held each year.
- C. Meetings are open to the membership.
- D. IOTA Board minutes shall be provided via email to absent Board members.

Section 5: Presiding Officer:

The President of IOTA shall be the Presiding Officer of the Executive Board.

ARTICLE VIII. COMMITTEESSection 1. Committees:

There may be the following committees:

- A. IOTA Annual Conference Committee
- B. Nominations
- C. Ethics, Standards & Practice
- D. Continuing Education
- E. SIS
- F. Reimbursement/Legislative

Section 2. Duties:

- A. Each committee will outline its own goals and purpose and submit these to be kept on file with other IOTA documents.
- B. Each committee chairperson shall submit to the membership an Annual Report at the Annual Conference.

Section 3. Chairperson:

- A. The chairpersons of the SIS and Reimbursement/Legislative Committee shall be elected positions of the Executive Board.
- B. The Vice President shall be the Chairperson of the Nominations Committee.

- C. The President shall appoint the chairperson of the Ethics, Standards & Practice and Continuing Education committees.

ARTICLE IX. ANNUAL ELECTIONS

Section 1. Elections:

- A. Chairperson of the Nomination Committee:
1. The chairperson for the Nominations committee shall be the OTA Representative.
 2. The Nominations committee chairperson shall appoint the remaining members of their committee of two (2).
- B. Slate:
1. The Nominations Committee shall prepare at a minimum a dual slate of candidates for each elective position to be filled.
 2. The slate will be composed from the membership list of those qualified to serve.
 3. No member's name may be put on the ballot without his/her consent.
- C. Ballot:
1. The Nominations Committee shall prepare the ballot to be mailed to voting members at least four (4) weeks prior to July 1.
 2. The ballots shall be returned to the Nominations Committee Chairperson not later than two (2) weeks prior to July 1. The chairperson will report the election results in the next newsletter.
- D. Validations: Returned ballots are required to validate the election.
- E. Plurality: Plurality vote shall determine the election.
- F. Nomination Results: All valid ballots must be counted and confirmed by two (2) Executive Board members to validate the election.

Section 2. Special Elections:

- A. Should a special election become necessary, the Nominations Committee Chairperson will prepare and mail a ballot within fifteen (15) days after being so instructed by the President or Acting President.
- B. The ballot will be marked and returned to IOTA within fifteen (15) days of the date mailed.
- C. All valid ballots must be counted and confirmed by two (2) Executive Board members to validate the election.

ARTICLE X. MEETINGS

Section 1. Regular Meetings

- A. IOTA will conduct its business meeting during the Annual Conference and hold least three (3) other meetings during the year to accomplish the objectives of the association.
- B. Notice of any regular meeting of IOTA, including time, location and agenda shall be delivered to each member entitled to vote not less than ten (10) days nor more than fifty (50) days prior to the meeting; or shall be announced through the state newsletter or email notification.
- C. Special meetings of members:
1. Special meetings of the members may be called by the President, and at least three (3) members of the Executive Board, by members having at least one-twentieth (1/20) of the votes entitled to be cast at such meeting.
 2. The Executive Board and other members required to attend shall be notified of time, location and agenda by mail, email or telephone not less than ten (10) days nor more than (50) days prior to the meeting.
 3. A quorum shall be twenty percent (20%) of the qualified voting members.

4. Notification of the results of the meeting and/or changes in personnel shall be provided to the membership within ten (10) days.
- D. Special meetings of the Executive Board:
1. The call for a Special meeting must state the business to be transacted. No business may be transacted that is not stated in the call and the Executive Board must notify the membership by email.
 2. The membership shall be given one-week notification of the time, place and purpose.
 3. Business of an emergency nature between meetings of IOTA may be handled by telephone or email.
 4. The Executive Board may go into closed session if a majority vote of Executive Board members deems it appropriate.

ARTICLE XI. DUES

Section 1. Payment

Dues will be payable to IOTA at a member's anniversary date of each year. Upon payment of dues, a member is in good standing in the district, SIS group and IOTA.

Section 2. Amount:

The amount of the annual dues shall be determined by the Executive Board subject to the approval of a majority of members present at the business meeting at the annual conference.

Section 3. Allotment to the Districts:

At the beginning of each fiscal year, the Executive Board will allocate a percentage of dues to be returned to the districts for operating expenses.

ARTICLE XII. FISCAL YEAR

The fiscal year shall be from July 1 to June 30.

ARTICLE XIII. QUORUM

A quorum of one-tenth (1/10) of the voting members must be present to conduct business at the Annual Conference.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Orders, revised, shall be the parliamentary authority for all matters of procedure adopted by the Association.

ARTICLE XV. ETHICS AND DISCIPLINE

Section 1. Ethics:

The members of IOTA will adhere to AOTA's standards of practice/conduct (attached).

Section 2. Discipline:

Membership in IOTA 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 XVI. AMENDMENTS

Section 1. Proposed Amendments:

- A. An appointed committee shall review bylaws and standard operating procedures every three (3) years.
- B. The President may request a review of these bylaws as needed, at which time a committee will be appointed to review and propose amendments to the bylaws.

Section 2. Approval:

Bylaws amendments can only be approved at the yearly business meeting by a majority vote.

Section 3. Technical Corrections:

- A. The bylaws committee shall have the authority to make technical, editorial, and clerical corrections to keep the Bylaws accurate 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 Executive Board for a vote.

Ratified September 22, 2006.

Updated October 12, 2007.

Updated October 18, 2008.

Updated October 17, 2009.