

**BYLAWS (Draft for approval)**  
**of the**  
**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

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**ARTICLE I - NAME**

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- Section 1. The name of the organization shall be the Illinois Occupational Therapy Association, hereinafter referred to as ILOTA.
- Section 2. It shall be affiliated with the American Occupational Therapy Association, Inc., hereinafter referred to as AOTA. Its bylaws shall not be contrary to, nor inconsistent with bylaws of the AOTA.
- Section 3. There shall be an official publication.

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**ARTICLE II - OBJECT AND PURPOSE, NONINUREMENT**

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- Section 1. **The object and purpose of ILOTA shall be as follows:**
- A. Improve and advance the practice of Occupational Therapy; to promote breadth and quality of services that adequately and appropriately meet the occupation performance needs of the individuals it serves, while promoting highest quality of life.
  - B. Improve and advance the education and qualification of the occupational therapist and the occupational therapy assistant.
  - C. Promote establishment of standards of performance in cooperation with the AOTA.
  - D. Foster research and study of occupational therapy.
  - E. Engage in other activities to further the dissemination of knowledge of the practice of occupational therapy.

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**ARTICLE III - MEMBERS**

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- Section 1. **Membership classifications and qualifications:** The Membership of ILOTA shall be divided into five classes:
- A. Occupational Therapist (OT).
  - B. Occupational Therapy Assistant (OTA).
  - C. Honorary Life – a life membership which is conferred upon those who performed distinguished service in the field of occupational therapy, to be determined by the Executive Committee.
  - D. Student occupational therapy practitioner – membership for those enrolled in an accredited entry-level occupational therapy curriculum.
  - E. Corporate – organization who is interested in promoting occupational therapy in Illinois, but is not eligible for membership in other categories.
- Section 2. **Rights and Privileges of Members**
- A. Occupational Therapists (OT) – entitled to all rights and privileges of ILOTA, including voting in state affairs, holding any office and serving on committees in any capacity, subject to qualifications of the office or committee. Receives the newsletter and routine ILOTA updates, and may attend and participate in all regular and special meetings of ILOTA.

- B. Occupational Therapy Assistant (OTA) - entitled to all rights and privileges of ILOTA, including voting in state affairs, holding any office and serving on committees in any capacity, subject to qualifications of the office or committee. Receives the newsletter and routine ILOTA updates, and may attend and participate in all regular and special meetings of ILOTA.
- C. Honorary Life – shall have all the rights and privileges of the membership category for which she/he is qualified and shall pay no dues.
- D. Student occupational therapy practitioner– may vote in state affairs, receive the newsletter and routine ILOTA updates, and attend and participate in all regular and special meetings of ILOTA, may serve on committees, but shall not hold elected office nor serve as any committee chair.
- E. Corporate – Receives newsletters of ILOTA, may attend and participate in all regular and special meetings of ILOTA.

Section 3. **Clarification of Membership Voting Privileges:** Before ILOTA voting membership is granted, OT and OTA applicants must show proof of Illinois licensure. Student applicants must show proof of enrollment in an occupational therapy educational curriculum (i.e., program director’s signature). A membership committee shall investigate and determine the eligibility and membership classification of all members.

Section 4. **Good Standing:** A member is in good standing provided she/he has paid current annual ILOTA dues in the category for which she/he qualifies. Elected officers and all board positions that serve as liaison positions to AOTA must also be members in good standing of AOTA.

Section 5. The state election area from which representatives to the Representative Assembly of AOTA are elected is the boundary of the State of Illinois.

Section 6. The number of Representatives to the AOTA Representative Assembly shall be determined by proportional representation as outlined in AOTA bylaws, Article VI.

Section 7. Qualifications of Representatives: Refer to AOTA bylaws, Article IX.

Section 8. Expenses of Representatives: The representative (s) may be reimbursed by ILOTA for expenses incurred in performing duties. Reimbursement will be considered upon evaluation of budgetary allowance. An expense report is required for reimbursement.

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## ARTICLE IV – MEETINGS OF MEMBERS

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Section 1. ILOTA shall hold at least one membership meeting per year at which ILOTA organizational business shall be conducted.

Section 2. Special meetings may be called by the President or by three members of the ILOTA Board. The call for special meetings must state business to be transacted, and no other business may be transacted that is not stated in the call.

Section 3. 5% of members in good standing shall constitute a quorum for transacting business at a meeting of the general membership.

Section 4. Except as otherwise provided, all meeting of ILOTA and the ILOTA Board shall be governed by Parliamentary rules and procedures stipulated in the current edition of ROBERT’S RULES OF ORDER, REVISED.

Section 5. Voting

- A. Mail, electronic, or telephonic transmission may be used by OT, OTA, and student members for voting.
- B. At any annual or special meeting of the members, there shall be no voting by proxy.
- C. The Board in conformance with the law applicable to non-profit corporations shall determine the process for counting and recording the vote except as otherwise provided in Article VIII of these Bylaws.
- D. Any action that may be taken at any annual, special, or regular meeting of the members may be taken without a meeting by ballot. Elections by ballots shall be conducted by ballot in accordance with Article VI.
- E. An action is approved by the membership if the votes cast favoring the action exceed the votes cast opposing the action, unless the Bylaws requires a greater or lesser number of affirmative votes for the specific matter that is the subject of the vote.
- F. Results will be published after they are tallied by the Secretary.

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## ARTICLE V - ILOTA BOARD

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Section 1. **Name:** The executive body of ILOTA shall be called the ILOTA Board.

Section 2. **Members:** The ILOTA Board shall consist of the following members: The Executive Committee, the Board of Directors, and non-voting committees/positions.

Section 3. **Executive Committee:** The Executive Committee of the ILOTA Board shall be the President, Director of Membership, Director of Communication, Director of Advocacy, Director of Finance, Secretary, President-Elect, and Director of Finance-Elect and shall serve in such capacity. President-Elect and Director of Finance-Elect will be participating, but non-voting members.

- A. **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 respectively assigned to them in succeeding sections of this Article.
  - 1. Each officer except President-Elect and Director of Finance-Elect serves as a voting member of the ILOTA Board.
  - 2. The executive board manages the affairs of ILOTA within policies established by the membership and creates and dissolves Standing and Special Committees, Secures qualified advisors in various fields in assisting ILOTA as needed.
  - 3. All executive officers shall follow all Standard Operating Procedures of specific office.
  - 4. In order to be eligible for an executive office, a person must fulfill the criteria in Article III, Section I, be a member in good standing of ILOTA, a member in good standing of AOTA and shall have consented to serve.
- B. **President:**
  - 1. The President should be the chief executive officer of ILOTA.
  - 2. She/he shall preside at all meetings of ILOTA and the ILOTA Board
  - 3. The President shall be an ex-officio member of all committees except the Nomination Committee.
  - 4. She/he shall have the power to sign all written obligations of ILOTA.
  - 5. She/he shall have the general powers of supervision and active management of employees of ILOTA.
  - 6. She/he shall present an annual report of ILOTA at the Annual Meeting and it shall be made available to the membership.

7. She/he shall, when requested, furnish credentials for the Representative to AOTA if no representation is possible. She/he shall submit an annual report to AOTA each year on the date specified by the Representative Assembly. Attendance at the AOTA Committee of State Association Presidents is highly recommended.
8. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Bylaws Chair.

**C. President-Elect:**

1. The President-Elect shall prepare for all duties of the President and shall be an ex-officio member of all committees including the executive committee, except Nomination.
2. The President-Elect shall serve on the ILOTA Board without vote.
3. She/he shall follow all Standard Operating Procedures of the President.

**D. Director of Advocacy:**

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Public Policy and Reimbursement.
2. In the event the President is unable to preside at a meeting, the Director of Advocacy will preside in her/his place.
3. She/he shall present an annual report of ILOTA at the annual meeting.
4. The Director of Advocacy shall be the liaison with IOTPAC.
5. She/he shall coordinate efforts regarding licensure, reimbursement and sunset of the OT Practice Act.

**E. Secretary:**

1. The Secretary shall see that the minutes are recorded and distributed as appropriate.
2. She/he shall keep all records of ILOTA.
3. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing archives chair and recruitment coordinator.
4. She/he shall present an annual report of ILOTA at the annual meeting.

**F. Director of Finance:**

1. Director of Finance shall be responsible for the conduct of the financial affairs of ILOTA and oversee collection of monies paid into or belonging to ILOTA.
2. She/he shall approve budgets of the Executive Committee officers, Directors, and non-voting positions. The budget shall be approved by the ILOTA Board
3. All individuals handling money or checks or having check signing privileges shall be bonded at the expense of the organization.
4. She/he shall coordinate preparation of all necessary tax reporting forms (i.e. state, federal, and payroll).
5. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the CE approval chair, CE coordinator and Conference Coordinator.

**G. Director of Finance-Elect:**

1. The Director of Finance-Elect shall prepare for all duties of the Director of Finance.
2. She/he shall serve on the ILOTA Board without a vote.
3. She/he shall follow all Standard Operating Procedures of the Director of Finance.

**H. Director of Membership:**

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Retention, Nomination, Awards, Networking and Professional Development.
2. She/he shall present an annual report of ILOTA at the annual meeting.

3. The Director of Membership is responsible for organizing the yearly new member drive.

**I. Director of Communication:**

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Website, Newsletter, and Social Media.
2. She/he shall present an annual report of ILOTA at the annual meeting.

Section 4. **Voting Members of the Full Board** - The Chairperson of the following Committees shall be a voting member of the board:

- A. The Chair of each committee shall appoint his/her own committee members.
- B. Each Chair shall submit a report for discussion at meetings of the ILOTA Board
- C. Each Standing Committee shall have a standard operating procedure which specifies its responsibilities and functions which shall have been approved by the ILOTA Board.

1. Public Policy
2. Continuing Education Approval
3. Continuing Education Coordinator
4. Conference Coordinator
5. Website
6. Newsletter
7. Social media
8. Reimbursement
9. Retention
10. Recruitment
11. Networking
12. Professional Development

Section 5. **Non-Voting Members of Full Board:** The Chairperson of the following Committees shall be a non-voting member of the board:

- A. The Chair of each committee shall appoint his/her own committee members.
- B. Each Chair shall submit a report for discussion at meetings of the ILOTA Board.
- C. Each Standing Committee shall have a standard operating procedure which specifies its responsibilities and functions which shall have been approved by the ILOTA Board.

1. Bylaws
2. Archives
3. Awards
4. Nominations
5. Special Interest Section Chairs/Liaisons

Section 6. **Special Committees (Ad-Hoc Committees)**

- A. Special Committees are approved by the Executive Committee. Such committees shall be responsible to report to the President or designated person at regular intervals, and to submit a written report to the ILOTA Board, but may be asked to attend as well.

Section 7. **Term of Office:**

- A. All Executive Committee officers assume office at the beginning of the fiscal year, September 1.
- B. All Executive Committee officers shall serve for two years or until a successor has been elected.
- C. The President-Elect shall serve for one year and shall assume the office of President on September 1.

- D. The Director of Finance-Elect shall serve for one year and shall assume the office of Director of Finance on September 1.
- E. No officer shall be eligible to serve more than two terms consecutively in the same office.
- F. The term of office shall be two years commencing with the fiscal year following the election. No member may serve on the ILOTA Board in the same capacity more than two successive terms except by a vote of the Executive Committee. No member may hold more than one voting position at a time.
- G. An officer who has served more than one-half a term of office shall be considered to have served a full term.

Section 8. **Vacancies in Office:** In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Committee, shall appoint a replacement to complete the term of office. In the case of a vacancy in the office of President, the Director of Advocacy shall automatically assume the incumbent position and serve out the remainder of that term of office except in cases where a President-Elect is in office. If the positions of President-Elect or Director of Finance-Elect become vacant before they assumes office, a special election following established nomination and election procedures will be held.

Section 9. **Removal, Censure, Appeal:** A executive committee, full board member or chairperson may be removed or censured for incapacitating illness or circumstances, misconduct, or neglect of duty. The removal, censure, and appeal processes shall be governed by provisions set forth in the Board Manual. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

Section 10. **Meetings:** Regular meetings of the ILOTA Board shall be held at such time and place as the President shall direct with a minimum of four meetings each fiscal year. Fifty percent of the voting members shall constitute a quorum. Minutes of the meetings shall be made public.

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## ARTICLE VI – NOMINATIONS AND ELECTIONS

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- Section 1. **Duties of the Nominating Committee:**
- A. The Nominating Committee will be chaired by the Nomination Chair.
  - B. The Nominating Committee shall present a slate of qualified candidates for elected offices two months before each election and shall have the slate published. Any member who wishes to add a qualified name to the slate shall present a petition with at least 15 members’ signatures to the chair of the Nominating Committee during the two weeks following the original presentation of the slate.
  - C. No member’s name may be put on the ballot without his/her prior consent.
  - D. All officer ballots must allow for write in candidates.
  - E. The Nominating Committee shall make its report at the appropriate Board meeting.

- Section 2. **Results of Balloting:**
- A. Election of officers shall be by mail, electronic or telephonic ballot, to be returned to the Nominating Chair via the ILOTA Office. Election to office will be determined by plurality of ballots returned. In the event of a tie, election shall be determined by a second mail, electronic or telephonic ballot to members of the ILOTA Board and by plurality of those ballots returned. Results will be published after they are tallied by the Nominating Chair.

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## ARTICLE VII - DUES AND ASSESSMENTS

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- Section 1. The dues shall be fixed annually upon the recommendation of the Director of Finance and approved by the ILOTA Executive Committee.
- Section 2. Written notice of annual dues shall be sent by the Director of Membership. The fiscal year of the ILOTA shall be from September 1 through August 31.
- Section 3. Any member whose dues are not paid on or within 3 months of their yearly expiration date shall be considered in arrears and shall be automatically dropped from membership in ILOTA.
- Section 4. In case of fiscal emergency, assessments shall be recommended by the Executive Committee and presented to the membership for ratification.

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### **ARTICLE VIII - AMENDMENTS**

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- Section 1. This document may be amended by any meeting of the General Membership, regular or special by a two thirds (2/3) vote of the ballots cast, entitled to vote, as follows:
- A. A copy of the proposed amendment shall be sent to the By-Laws Chair at least three months in advance of the meeting/special meeting.
  - B. After editing and/or correlating the proposed amendments, the Bylaws committee shall send a copy of the proposed amendments to President of ILOTA within two months of the meeting/special meeting.
  - C. Voting may take place in person or by electronic methods as defined by Article V Section 10. Only one method will be allowed for each vote.
- Section 2. The President of ILOTA shall send a copy of the proposed amendments to each member, within 1 month of the meeting/special meeting.
- Section 3. Any proposed amendment shall be signed by:
- a. Two (2) Committee Chairs
  - b. Two (2) Executive Officers
  - c. Three (3) Members at Large
  - d. Two (2) Members of the Bylaws Committee