

BYLAWS
of the
ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION

ARTICLE I - NAME

- 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.

ARTICLE II - OBJECT AND PURPOSE, NONINUREMENT

- Section 1. **The objective and purpose of ILOTA shall be as follows:**
- A. Improve and advance the evidence-based practice of occupational therapy; to promote breadth and quality of services that adequately and appropriately meet the occupational performance and participation needs of the individuals, groups, and populations 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 contribute to and disseminate the body of knowledge within the field of occupational therapy.

ARTICLE III - MEMBERS

- Section 1. **Membership classifications and qualifications: The Membership of ILOTA shall be divided into *nine* classes:**
- A. Occupational Therapist – (OT) – membership for a licensed occupational therapist.
 - B. Occupational Therapy Assistant (OTA) – membership for a licensed occupational therapy assistant.
 - C. New Occupational Therapist – membership for an occupational therapist who is newly licensed or seeking licensure for the first two years after graduation from an entry-level occupational therapy program.
 - D. New Occupational Therapy Assistant – membership for an occupational therapy assistant who is newly licensed or seeking licensure for the first two years after graduation from an entry-level occupational therapy assistant program.
 - E. 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 Board.
 - F. OT/OTA Student – membership for those enrolled in an accredited entry-level occupational therapy or occupational therapy assistant program.
 - G. Multistate – membership for an occupational therapist or occupational therapy assistant who lives in a state outside of Illinois or whose primary state OT association membership is within another state.

- H. Retired – membership for an individual who was previously eligible for another ILOTA membership category but is no longer working due to retirement or disability.
- I. Associate – individual 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 Therapist (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. New Occupational Therapist - 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.
- D. New Occupational Therapy Assistant - 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.
- E. Honorary Life – shall have all the rights and privileges of the membership category for which they are qualified and shall pay no dues.
- F. OT/OTA Student – 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 or as committee coordinator, subject to qualifications of the committee. Shall not hold elected office.
- G. Multistate - 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.
- H. Retired - shall have all the rights and privileges of the membership category for which they were previously qualified. May not vote in state affairs unless licensure is maintained.
- I. Associate – Receives the newsletter and routine ILOTA updates, and may attend and participate in all regular and special meetings of ILOTA. May serve on committees but shall not hold elected office, serve as committee coordinators, or vote in state affairs.

Section 3.

Clarification of Membership Voting Privileges: Before ILOTA voting privilege is granted, OT and OTA applicants may be required to show proof of Illinois licensure; student applicants may be required to show proof of enrollment in an occupational therapy educational curriculum (i.e., program director’s signature). A membership committee may investigate and determine the eligibility and membership classification of all members.

Section 4.

Good Standing: A member is in good standing provided they have paid current annual ILOTA dues in the category for which they qualify. 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 the AOTA bylaws.
- Section 7. Qualifications of AOTA Representatives: Refer to the AOTA bylaws.
- Section 8. Expenses of AOTA Representatives: The representative 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.

ARTICLE IV – MEETINGS OF MEMBERS

- 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 meetings 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. Voting may be in-person or by mail, electronic, or telephonic transmission by eligible members.
 - 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 announced after they are tallied by the Secretary.

ARTICLE V - ILOTA BOARD

- Section 1. **Name:** The governing body of ILOTA shall be called the ILOTA Board.
- Section 2. **Members:** The ILOTA Board shall consist of the following members: The Executive Board officers and the Full Board members (consisting of voting and non-voting positions/committees.)
- Section 3. **Executive Board:** The Executive Board 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 ILOTA Board, creates and dissolves standing and special committees, and secures qualified advisors in various fields in assisting ILOTA as needed.
3. All executive officers shall follow all responsibilities outlined in their corresponding Position Description.
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, be a member in good standing of AOTA, and shall have consented to serve.

B. **President:**

1. The President shall be the chief executive officer of ILOTA.
2. They shall preside at all meetings of the ILOTA Executive and Full Board.
3. The President shall be an ex-officio member of all committees except the Nomination Committee.
4. They shall have the power to sign all written obligations of ILOTA.
5. They shall have the general powers of supervision and active management of employees of ILOTA.
6. They shall present an annual report of ILOTA at the Annual Meeting and it shall be made available to the membership.
7. They shall, when requested, assist AOTA in identifying an Illinois representative to the AOTA representative assembly if no one runs for the representative position.
8. They shall submit an annual report to AOTA each year summarizing activities.
9. They shall participate in the AOTA Affiliated State Association Presidents (ASAP.) They shall attend the ASAP annual meeting or appoint the Executive Director or another board member to attend in their absence.
10. They shall be responsible for appointing, with the approval of the Executive Board, and overseeing the Bylaws Coordinator, Fieldwork Coordinator, and Accessibility Coordinator.
11. They shall follow all responsibilities outlined in the Position Description of the President.

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, except the Nomination Committee.
2. The President-Elect shall serve on the ILOTA Board without vote.
3. They shall follow all responsibilities outlined in the Position Description of the President.

D. **Director of Advocacy:**

1. They shall be responsible for appointing, with the approval of the Executive Board, and overseeing the Public Policy Coordinator and Reimbursement Coordinator. They shall also collaborate with other OT-related advocacy groups as appropriate.
2. In the event the President is unable to preside at a meeting, the Director of Advocacy will preside in their place.
3. They shall present an annual report of ILOTA at the annual meeting.
4. The Director of Advocacy shall be the liaison with Illinois Occupational Therapy Political Action Committee (ILOTPAC).

5. They shall oversee efforts regarding licensure, reimbursement, and sunset of the OT Practice Act.
6. They shall follow all responsibilities outlined in the Position Description of the Director of Advocacy.

E. Secretary:

1. The Secretary shall see that the minutes are recorded and distributed as appropriate.
2. They shall collaborate with the Executive Director to ensure all records of ILOTA are kept.
3. They shall be responsible for appointing, with the approval of the Executive Board, and overseeing Archives Coordinator, Board Recruitment Coordinator, Nominations Coordinator, and Awards Coordinator.
4. They shall present an annual report of ILOTA at the annual meeting.
5. They shall follow all responsibilities outlined in the Position Description of the Secretary.

F. Director of Finance:

1. The 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. They shall request proposed budgets of the ILOTA Board. The annual ILOTA budget shall be approved by the ILOTA Executive Board.
3. All individuals handling money or checks or having check signing privileges shall be bonded at the expense of the organization.
4. They shall coordinate preparation of all necessary tax reporting forms (e.g., state, federal, and payroll).
5. They shall be responsible for appointing, with the approval of the Executive Board, and overseeing the CE Approval Coordinator, CE Coordinator, Conference Coordinator, and Student Conclave Coordinator.
6. They shall follow all responsibilities outlined in the position description of the Director of Finance.

G. Director of Finance-Elect:

1. The Director of Finance-Elect shall prepare for all duties of the Director of Finance.
2. They shall serve on the ILOTA Board without a vote.
3. They shall follow all responsibilities outlined in the Position Description of the Director of Finance.

H. Director of Membership:

1. They shall be responsible for appointing, with the approval of the Executive Board, and overseeing the Retention Coordinator, Networking Coordinator, and Professional Development Coordinator.
2. They 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.
4. They shall follow all responsibilities outlined in the Position Description of the Director of Membership.

I. Director of Communication:

1. The Director of Communication shall be responsible for appointing, with the approval of the Executive Board, and overseeing the Website Coordinator, Newsletter Coordinator, Blog Coordinator, and Social Media Coordinator.
2. They shall present an annual report of ILOTA at the annual meeting.
3. They shall follow all responsibilities outlined in the Position Description of the Director of Communication.

Section 4. **Voting Members of the Full Board:**

- A. The following positions shall be voting members of the Full Board:
 - 1. Accessibility Coordinator
 - 2. Board Recruitment Coordinator
 - 3. Continuing Education Approval Coordinator
 - 4. Continuing Education Coordinator
 - 5. Fieldwork Coordinator
 - 6. Networking Coordinator
 - 7. Newsletter Coordinator
 - 8. Professional Development Coordinator
 - 9. Public Policy Coordinator
 - 10. Reimbursement Coordinator
 - 11. Retention Coordinator
 - 12. Website Coordinator
- B. Each coordinator shall appoint their own committee members.
- C. Each Coordinator shall submit a report for discussion at meetings of the ILOTA Full Board.
- D. Each coordinator shall have a standard Position Description that specifies their responsibilities and functions which shall have been approved by the ILOTA Board.

Section 5. **Non-Voting Members of Full Board:**

- A. The following positions shall be non-voting members of the ILOTA Full Board:
 - 1. Archives Coordinator
 - 2. Awards Coordinator
 - 3. Blog Coordinator
 - 4. Bylaws Coordinator
 - 5. Conference Coordinator
 - 6. Nominations Coordinator
 - 7. Social Media Coordinator
 - 8. Special Interest Section Coordinators/Liaisons
 - 9. Student Conclave Coordinator
 - 10. Leadership Development Program Coordinator
 - 11. Community Outreach Coordinator
- B. Each coordinator shall appoint their own committee members.
- C. Each coordinator shall submit a report for discussion at meetings of the ILOTA Full Board.
- D. Each coordinator shall have a Position Description that specifies their responsibilities and functions which shall have been approved by the ILOTA Board.

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

- A. Special Committees are approved by the Executive Board. 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. Executive Board Members:
 - 1. All Executive Board officers assume office at the beginning of the fiscal year, September 1.
 - 2. All Executive Board officers shall serve for two years or until a successor has been elected.
 - 3. The President-Elect shall serve for one year and shall assume the office of President September 1.

4. The Director of Finance-Elect shall serve for one year and shall assume the office of Director of Finance September 1.
 5. No officer shall be eligible to serve more than two terms consecutively in the same office.
 6. 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 Board. No member may hold more than one voting position at a time.
 7. An officer who has served more than one-half a term of office shall be considered to have served a full term.
- B. Full Board Members:
1. Full Board members may assume their roles at any time during the fiscal year.
 2. Full Board members shall serve for at least one year.
 3. Full Board members do not have specified terms or term limits.

Section 8. **Vacancies in Office:**

- A. In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Board, 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 assume office, a special election following established nomination and election procedures will be held.

Section 9. **Removal, Censure, Appeal:**

- A. An Executive Board member, Full Board member, or committee member 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:**

- A. 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.

ARTICLE VI – NOMINATIONS AND ELECTIONS

Section 1. **Duties of the Nominations Committee:**

- A. The Nominations Committee will be led by the Nominations Coordinator.
- B. The Nominations 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 Nominations Committee during the two weeks following the original presentation of the slate.
- C. No member's name may be put on the ballot without their prior consent.
- D. All officer ballots must allow for write in candidates.
- E. The Nominations Committee shall make its report at the appropriate Full Board meeting.

Section 2. **Results of Balloting:**

- A. Election of officers shall be by mail, electronic ballot, or telephonic ballot, to be returned to the Nominations Coordinator 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 ballot, 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 Nominations Coordinator.

ARTICLE VII - DUES AND ASSESSMENTS

- Section 1. The dues shall be fixed annually upon the recommendation of the Director of Finance and approved by the ILOTA Executive Board.
- 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 Board and presented to the membership for ratification.

ARTICLE VIII - AMENDMENTS

- 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 Bylaws Coordinator 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 be in-person or by mail, electronic, or telephonic transmission by eligible members. 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

Final Bylaws Adopted February 26, 2022