Final Draft Submitted for Membership Review and Approval on November 20, 2026

(Approved by the ILOTA Executive Board on August 19, 2026)

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.

ARTICLE II - PURPOSE

Section 1. ILOTA serves as the official representative and primary resource for occupational therapy (OT) practitioners and students in the state. At all times, ILOTA shall be organized and operated as a non-profit organization 501(c)(6) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States tax code.

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. Inactive – membership for an individual who was previously eligible for another ILOTA membership category but is no longer working due to retirement, disability, or other short-term or long-term leaves.

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. Inactive - 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. 3% 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 meetings 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 VIII.

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 and shall govern the affairs of ILOTA with all duly vested statutory, corporate and bylaw powers. Each member of the board shall have fiduciary responsibility when discharging duties as an officer or member to act in good faith and in a manner reasonably believed to be in the best interests of ILOTA.

Section 2. Composition: The ILOTA Board shall consist of the following voting and non-voting members:

Voting Members:

1. Executive Board: President, Vice President, Treasurer, Secretary, Director of Governmental Affairs, Director of Membership, Director of Communication, Director of Education

2. Full Board Members:

a. Access and Opportunity Coordinator

b. Nominations Coordinator

c. Continuing Education Coordinator

d. Grassroots Coordinator

e. Networking Coordinator

f. Newsletter Coordinator

g. Reimbursement Coordinator

h. Regulatory Affairs Coordinator

i. Website Coordinator

j. Archives Coordinator

k. Awards Coordinator

l. Blog Coordinator

m. (Annual) Conference Coordinator

n. Continuing Education Approval Coordinator

o. Social Media Coordinator

p. Special Interest Section Coordinators

q. District Coordinators

r. Student Liaison Coordinator

s. Student Conclave Coordinator

t. Leadership Development Program Coordinator

u. Pre-OT Mentorship Coordinator

v. Community Outreach Coordinator

Non-Voting Members:

Executive Board: President-Elect, Treasurer-Elect

Section 3. General Responsibilities of ILOTA Executive Board:

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. Establishes policies and procedures of ILOTA Board and ILOTA
2. Approves annual budget
3. Manages ILOTA office through overseeing executive director functions and performance
4. Approves ILOTA's investment policies and reviews compliance within
5. Secures qualified advisors or consultants as needed
6. Declare and take action during emergencies as necessary to conduct ILOTA business
7. Establish committees of the ILOTA Board, advisory and ad hoc committees, and task forces

Section 4. Ad-Hoc Committees:

Ad-Hoc Committees are approved by the Executive Board and formed to focus on a specific, one-time purpose. Such committees shall be responsible to report to the President or designated person at regular intervals, and to submit a written report when the assigned task has been completed. Upon Executive Board approval, the committee will then disband.

Section 5. Vacancies in Office:

In the event of a vacancy in the ILOTA Full 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 Vice-President 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. In the case of a vacancy in the office of the President and vacancy of office of Vice-President, the Director of Governmental Affairs shall automatically assume the incumbent position and serve the remainer of that term of office except in cases where a President-Elect is in office. If the positions of President-Elect or Treasurer-Elect become vacant before they assume office, a special election following established nomination and election procedures will be held. If the positions of Treasurer, Secretary, Director of Governmental Affairs, Director of Membership, Director of Communication and Director of Education become vacant, a special election following established nomination and election procedures will be held.

Section 6. Removal, Censure, Appeal:

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 7. 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.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Executive Board:

A. The Executive Board shall be President, Vice President, Treasurer, Secretary, Director of Governmental Affairs, Director of Membership, Director of Communication and Director of Education. The Executive Board will have duties and authority as provided in these bylaws or as outlined in position descriptions and standard operating procedures.

B. The Executive Board must be members in good standing of ILOTA at the time of nomination and throughout their term of office.

Section 2. Election and Terms of Office:

A. ILOTA members shall elect the Executive Board.

B. The Executive Board shall hold office for a two (2) year term, or until their successors are elected and qualified.

C. The President-Elect shall be elected during the second year of the President's term for a one (1) year term and shall thereafter succeed to the office of President assuming office at the expiration of the President's term.

D. The Treasurer-Elect shall be elected during the second year of the Treasurer's term for a one (1) year term and shall thereafter succeed to the office of Treasurer assuming office at the expiration of the Treasurer's term.

E. No Executive Board member shall be eligible to serve more than two terms consecutively in the same office. No Executive Board member shall be eligible to serve more than six terms consecutively on the Executive Board. No Executive Board member may hold more than one voting position at a time.

F. The term of office shall be two years commencing with the fiscal year following the election.

G. The President, Secretary, Director of Membership, Director of Communication, and Treasurer-Elect will begin terms at the beginning of the fiscal year of even years.

H. The President-Elect, Vice President, Treasurer, Director of Governmental Affairs, and Director of Education will begin terms at the beginning of the fiscal year of odd years.

Section 3. Duties:

A. President:

1. The President shall be the chief elected 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 Nominations Committee.

4. Shall perform all other duties incident to the office of President, pursuant to their role description.

B. 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 Nominations Committee.

2. The President-Elect shall serve on the ILOTA Board without vote.

C. Vice President:

1. Serves in the absence of the President, to preside at meetings of the membership, Full Board, and Executive Board; and, performs all other duties as assigned by the President.

2. Shall perform all other duties incident to the office of Vice President pursuant to their role description.

D. Director of Governmental Affairs:

1. Serves in the absence of the President and Vice President, to preside at meetings of the membership, Full Board, and Executive Board; and, performs all other duties as assigned by the President.

2. Shall perform all other duties incident to the office of Director of Governmental Affairs pursuant to their role description.

E. Secretary:

1. Shall perform all other duties incident to the office of Secretary pursuant to their role description.

F. Treasurer:

1. Shall perform all duties incident to the office of Treasurer, pursuant to their role description.

2. The Treasurer shall review the financial and investment status of ILOTA at least monthly and ensure that financial processes adhere to good business practices.

3. The Treasurer reports on financial status at every Executive and Full Board meeting.

G. Treasurer-Elect:

1. The Treasurer-Elect shall prepare for all duties of the Treasurer.

2. The Treasurer-Elect shall serve on the ILOTA Board without vote.

H. Director of Membership:

1. The Director of Membership shall perform all duties incident to the office of Director of Membership, pursuant to their role description.

I. Director of Communication:

1. The Director of Communication shall perform all duties incident to the office of Director of Communication, pursuant to their role description.

J. Director of Education:

1. The Director of Education shall perform all duties incident to the office of Director of Education, pursuant to their role description.

ARTICLE VII – FULL BOARD

Section 1. Full Board: The Full Board shall be voting members as follows:

1) Access and Opportunity Coordinator
2) Nominations Coordinator
3) Continuing Education Coordinator
4) Grassroots Coordinator
5) Networking Coordinator
6) Newsletter Coordinator
7) Reimbursement Coordinator
8) Regulatory Affairs Coordinator
9) Website Coordinator
10) Archives Coordinator
11) Awards Coordinator
12) Blog Coordinator
13) (Annual) Conference Coordinator
14) Continuing Education Approval Coordinator
15) Social Media Coordinator
16) Special Interest Section Coordinators
17) District Coordinators
18) Student Liaison Coordinator
19) Student Conclave Coordinator
20) Leadership Development Program Coordinator
21) Pre-OT Mentorship Coordinator
22) Community Outreach Coordinator

Section 2. Term of Office:

A. Full Board members may assume their roles at any time during the fiscal year.

B. Full Board members are chosen through self-selection or Executive Board member selection.

C. The Executive Board will approve the Full Board members through a majority vote.

D. The Full Board Member will serve two years.

E. A Full Board Member shall serve no more than three terms consecutively in the same office.

F. No Full Board Member may hold more than two voting positions at one time.

G. No Full Board Member may vote more than once.

Section 3. Vacancies in Office:

A. In the event of a vacancy in an office or in the Full Board, the President, with the consent of the Executive Board, shall appoint a replacement to complete the term of office.

Section 4. Removal, Censure, Appeal:

A. A Full Board 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.

ARTICLE VIII – 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 Nominations Coordinator 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:

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 IX- DUES AND ASSESSMENTS

Section 1. The dues shall be fixed annually upon the recommendation of the Treasurer 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 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 X - AMENDMENTS

Section 1. The Vice President will announce a call for amendments to the ILOTA Board. In case of incapacitating illness or circumstances, misconduct, or neglect of duty, the President shall assume responsibility for this task.

Section 2. Voting ILOTA Board members shall have 60 days from the date of publication to submit suggestions to the Vice President.

Section 3. The Vice President shall present a report containing the proposed amendments and comments to the Executive Board within 2 months of submitted suggestions.

Section 4. The Executive Board will consider, approve, or disapprove the proposed amendments within 30 days of the report from Vice President.

Section 5. Proposed amendments will be voted on by any meeting of the General Membership, regular or special, with approval by 2/3 vote of the ballots cast.

Section 6. The approved amendments will be published within 30 days of approval.

Approval history

Draft Bylaws approved by the ILOTA Executive Board on August 19, 2026.

Draft Bylaws scheduled for ILOTA membership review and approval on November 20, 2026.