

**BYLAWS OF THE  
SOUTH BAY OCCUPATIONAL THERAPY FORUM**

April 9, 2002

**ARTICLE I.**

The name of this forum shall be the South Bay Occupational Therapy Forum.

**ARTICLE II.**

The purpose of this forum is to establish a channel of communication to facilitate educational exchange, to provide a network of support for area occupational therapy practitioners, and to encourage socialization and informal exchange of general information. The forum also functions as a separate entity with direct communication regarding professional issues and interests to the Florida Occupational Therapy Association (FOTA) and the American Occupational Therapy Association (OTA.)

**ARTICLE III.**

**Section 1**

**Membership Categories**

The following categories of membership shall be recognized.

- A. Individual Membership
  - 1. Licensed Occupational Therapists and Licensed Occupational Therapy Assistants
  - 2. Occupational Therapy students
  - 3. Other interested persons
- B. Honorary Memberships: awarded to those persons deemed to be qualified recipients by the voting members.

**Section 2**

**Dues:**

- A. Membership is recognized upon the payment of such dues as set forth by the voting members.
- B. The annual dues will be determined by the membership at the annual meeting.

**Section 3**

**Privileges of Membership**

- A. Voting privileges are extended to occupational therapists, occupational therapy assistants, and occupational therapy students who are current members. Voting shall be permitted by attendance only.
- B. Meeting notices
- C. Membership directory; distributed annually.

2. Allocations set aside for special projects shall be a part of the approved budget.
- B. Disbursements:
1. All disbursements shall be completed in a timely manner by the treasurer.

## ARTICLE VIII

### ELECTIONS

- Section 1 The nominating committee shall present the slate of candidates for the offices at the annual meeting. Additional nominations from the floor shall be permitted.
- Section 2 Officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin at the close of the annual meeting at which they are elected.
- Section 3 The election shall be conducted by written ballot. The ballots shall be destroyed at the end of the meeting.

## ARTICLE IX

### AMENDMENTS

These bylaws may be altered, amended, or repealed at any meeting of the membership by a two-thirds vote of the members present. The membership shall be notified in writing of the proposed action, at least two weeks prior to the meeting.

## ARTICLE X

### PARLIMENTARY AUTHORITY

Any rules of parliamentary authority procedure not covered by these Bylaws shall be governed by the latest edition of "Roberts Rules or Order, Revised."

Approved: July 1985  
Revised: October 1987  
Revised: April 2002

## ARTICLE IV

### OFFICERS

Section 1 The officers shall consist of President, Treasurer, and Secretary.

Section 2 Duties

President: The president shall preside over and maintain order at all meetings, prepare the agenda, plan the program and act as the liaison to FOTA and other organizations. The president shall be an ex-officio member of all committees except the nominating committee; shall appoint all committee chairmen except for the nominating committee and may establish ad hoc committees, as needed.

Treasurer: The treasurer shall be responsible for safeguarding and administering the organization's financial assets. The treasurer shall collect dues, maintain the ledger, maintain the financial account, keep all financial records and prepare accurate financial reports for each meeting. In the absence of the President, the treasurer shall assume the President's duties.

Secretary: The secretary shall provide and/or read the minutes of the previous meeting to the membership, record minutes of all meetings, provide notices of the next meeting or event 14 days prior to the event, obtain the agenda from the president and provide agendas along with meeting notices. The secretary shall process correspondence as directed by the president.

Section 3 Definition of Vacancies:

The following shall constitute an office vacant:

1. Receipt of a written resignation from an officer.
2. Non-performance of duties outlined in these Bylaws.
3. Absence from 2 consecutive membership meetings.

Section 4 Vacancies. Any vacancy shall be filled by a simple majority vote of the members present at any regular meeting. Officers elected to fill a vacancy shall serve for the remainder of the unexpired term.

Section 5 No officer shall be eligible to serve more than three consecutive terms in the same office.

## ARTICLE V

### COMMITTEES

**NOMINATING COMMITTEE** : A nominating committee of three will be elected by the forum at the regular meeting in April. The committee shall appoint its own chairman. It shall be the duty of this committee to nominate candidates for offices to be filled at the annual meeting, to present its slate of officers, to prepare the written ballot and conduct the election at the annual meeting.

**MEMBERSHIP COMMITTEE** shall consist of a chair, appointed by the president and additional members appointed by the chair. The membership committee shall organize any membership drive and publish the annual membership directory.

CONTINUING EDUCATION COMMITTEE shall consist of a chair appointed by the president. The Continuing Education Committee coordinates the process for obtaining continuing education (CE) credits at a forum meeting.

OTHER COMMITTEES may be established by the president, as needed. A committee may be established for special projects, activities or to address actions that are of a non-regulatory nature that may be deemed detrimental to the forum.

## ARTICLE VI

### MEETINGS

- Section 1 The regular meetings shall be held quarterly beginning in October on the second Tuesday of the month at a place and time to be designated by the membership. Notice of the regular meetings shall be provided to all members at least 14 days prior to the meeting.
- Section 2 The annual meeting shall include the election of officers, annual reports and shall be held in July. The notice of the annual meeting shall be provided to all licensed occupational therapy practitioners in the South Bay area of Florida (ie. Sarasota and Manatee Counties.)
- Section 3 Special meetings may be called by the president or upon the petition of five members. The purpose of the meeting shall be included in the meeting notice.
- Section 4 Ten of the members shall constitute a quorum at all meetings of the membership.
- Section 5 Any disruption of a meeting by anyone in attendance shall be addressed by the chair following Robert's Rules of Order, Revised.

## ARTICLE VII

### FINANCES

- Section 1 The fiscal year of the South Bay Occupational Therapy Forum shall begin on October 1 and end on September 30.
- Section 2 **Receipt of Funds**
- A. All funds received by the South Bay Occupational Therapy Forum shall be credited to the forum and placed in depositories approved by the officers.
  - B. All funds received by the South Bay Occupational Therapy Forum shall be signed by two current officers.
  - C. Special gifts may be received for forum use.
- Section 3 **Disbursement of Funds**
- A. **Budget**
    - 1. An annual budget shall be prepared by the treasurer and presented for action by the membership in July of each calendar year. Anticipated receipts and disbursements shall be shown. Budget amendments shall be brought to the membership for action.