

CONSTITUTION/BYLAWS OF THE P.E.I. OCCUPATIONAL THERAPY SOCIETY

1. **NAME**

The organization is to be known as the Prince Edward Island Occupational Therapy Society (herein referred to as “the society”).

2. **PURPOSE**

The purpose of the organization will be:

- to promote the profession of occupational therapy in the province of Prince Edward Island
- to represent the interests of the membership to governments, educational institutions, other professions, business and to the public
- to support the professional needs of occupational therapists in Prince Edward Island
- to enhance the development and maintenance of liaison/relationships with other groups such as unions, regulators, educators, other provincial and national organizations.

3. **MEMBERSHIP**

All memberships are renewable annually. The fiscal year shall be April 1st to March 31st.

3.1 **Categories of Members**

- a) Active Member
- b) Life Member
- c) Affiliate Member

3.2 **Membership Criteria**

a) Active Membership - granted to:

applicants who graduate from an occupational therapy education program in Canada accredited by the Canadian Association of Occupational Therapists or from a non Canadian occupational therapy educational program recognized by the World Federation of Occupational Therapists.

b) Life Membership - granted to members who meet all three of the following criteria:

- i) hold a current Active Membership and have been an Active Member for 25 years,
- ii) has completed 25 years of practice in occupational therapy,
- iii) has made an outstanding contribution to the society or to the profession of occupational therapy in the opinion of the membership.

c) Affiliate Membership - granted to:

- i) individuals who work in a role of assisting occupational therapists in their practice;
- ii) groups, organizations, or individuals who have an interest in the profession of occupational therapy according to the terms and conditions determined from time to time by the Executive.

3.3 Rights of Membership

a) Active Members

- i) may attend meetings of the membership and shall be entitled to vote,
- ii) may hold office in the Society, and
- iii) are eligible to serve on committees of the Society and vote as committee members.

b) Life Members

- i) may attend meetings of the membership and shall be entitled to vote,
- ii) may hold office in the Society, and
- iii) are eligible to serve on committees of the Society and vote as committee members.

c) Affiliate Members

- i) may attend meetings of the membership and shall be non-voting members,
- ii) are eligible to serve on committees of the Society and vote as committee members, and
- iii) may not hold office in the Society.

3.4 Cessation of Membership

a) Membership privileges shall be suspended automatically if dues are not paid, within 30 days of the due date.

b) Any member may withdraw from the Society by sending a letter of resignation to the executive.

c) In the event of termination of membership, there shall be no refund of fees for the current year.

4. EXECUTIVE

The executive shall consist of a minimum of three (3) therapists, all of whom shall be considered officers of the Society. One of these shall assume the role of chair/spokesperson, and the other two shall be assume whatever role may be deemed appropriate e.g. secretary, treasurer, etc. or combination thereof.

The executive shall also include the CAOT Board Member for P.E.I. and any Committee Chairs such as OT Atlantic Conference Chairperson(s), etc..

4.1 TERMS OF OFFICE

Members of the executive may be reelected/reappointed upon completion of their term (term is 2 years, maximum of 3 consecutive terms). Ideally, changes shall be alternated to ensure that all members of the executive are not reelected/reappointed at the same time.

4.2 DUTIES

a) The Executive Committee shall:

- i) ensure that one of the executive shall act as spokesperson for the society and this same person will preside at all meetings of the Society
- ii) be responsible for the management of the Society and ensure that all actions and

resolutions are carried out

- iii) authenticate all necessary records, documents, cheques and financial records
- iv) ensure that all members of the executive committee perform their duties
- v) ensure that minutes of all meetings are maintained
- vi) circulate correspondence/information from meetings
- vii) submit written report(s) for the annual general meeting
- viii) collect membership fees and maintain a membership list
- ix) have the authority to spend any budgeted amounts and any other monies up to \$1,000 without any authorization of the membership
- x) co-ordinate Society awards and membership recognition
- xi) ensure that any costs incurred by a member in the carrying out of his/her assigned/required duties shall be reimbursed by the Society (receipts will be required)
- xii) ensure that an audit/review of finances is conducted as deemed appropriate
- xiii) in conjunction with CAOT, ensure that the position of CAOT Board Member is filled
- xiv) ensure representation of the society at appropriate local, regional and national meetings and reporting back on same
- xv) provide names of persons to the Minister of Health for consideration of appointment to the Prince Edward Island Occupational Therapists Registration Board
- xvi) ensure a committee is struck to host the Occupational Therapy Atlantic Conference in rotation with other Atlantic Provinces

b) The C.A.O.T. Board Member shall:

- i) represent the Prince Edward Island Occupational Therapy Society on the Board of Directors of CAOT
- ii) discuss proposed CAOT Board motions as deemed appropriate with the Society's Executive Committee prior to each CAOT Board Meeting
- iii) discuss with the Society's Executive Committee, the Provincial Report to be presented at the next CAOT Board Meeting
- iv) report to the Executive Committee on relevant deliberations of each Board's Meeting of CAOT
- v) keep a record and provide receipts for all expenditures for which the Society is responsible
- vi) prepare a written report of relevant CAOT activities to be presented at the Society's Annual General Meeting

5. **NOMINATION & ELECTION PROCEDURE**

- a) The Executive shall appoint a committee to present a slate of nominees at the Annual General Meeting,
- b) Nominations shall be accepted from the floor,

c) The Executive will be elected by a majority vote of the members attending the Annual General Meeting.

6. **MEETINGS**

There shall be a minimum of two general meetings, two executive meetings and an Annual General Meeting each fiscal year.

An annual meeting will be held in June and will include the following business:

- 1) Presentation of annual reports
- 2) Election of officers (as appropriate)

7. **FEES**

a) The Executive Committee shall present any proposal for a change in fees structure to the general membership at least two weeks prior to the Annual General Meeting.

b) Membership fees shall be reviewed and revised if deemed appropriate by the members, by a vote, at the Annual General meeting.

8. **AMENDMENTS**

Amendments to the Constitution can be made at any general meeting of the Society. Notice of any proposed amendment shall be forwarded in writing to all members 14 days prior to the next general meeting. Amendments shall be passed by a two-thirds majority vote of the members present at the meeting.

9. **DISSOLUTION**

In the event that the Society is dissolved, and after payment of all indebtedness of the Society, the remaining funds, investments or other assets shall be turned over to the regulatory body.