

# **The National Black Occupational Therapy Caucus: BYLAWS**

## **ARTICLE I**

NAME, EMBLEM, PUBLICATION, WEBSITE

Section 1. NAME. The organization shall be called: The National Black Occupational Therapy Caucus, hereafter referred to as, NBOTC.

Section 2. EMBLEM. The collective membership emblem of the organization shall be approved by the membership.

Section 3. PUBLICATION. The official publications shall be the eNewsletter owned and published by the organization.

Section 4. WEBSITE. The official website shall be [www.NBOTC.org](http://www.NBOTC.org)

## **ARTICLE II PURPOSE, NONINUREMENT**

Section 1. PURPOSE. The purpose of the NBOTC is act as an advocate for Black occupational therapy practitioners and OT students in order to enhance and promote their contributions to the occupational therapy profession, national and state associations, and public at-large.

Section 2. OBJECTIVES. The objectives of the NBOTC is to:

- Increase communication among Black OT practitioners and students;
- Facilitate and support the recruitment, retention, and certification of Black OT students;
- Promote equal opportunities in employment and education for Black OT practitioners and students;
- Identify and address issues and concerns that impact Black OT practitioners and students;
- Foster representation, and participation by Black OT practitioners and students in the occupational therapy profession and associations' affairs;
- Promoting quality health care and occupational therapy to consumers of African descent; and
- Encourage and develop leaders and role models of individuals of African descent for the OT profession at all levels - local, state, and national.

Section 3. NONINUREMENT. With the purpose of the NBOTC devoted entirely to the advancement Black occupational therapy practitioners and students, no part of its earnings shall inure to the use or benefit of any individual. The NBOTC shall not engage in any activities that are not permitted by Internal Revenue Code Section 501(c) 6.

### **ARTICLE III MEMBERSHIP**

Section 1. MEMBERSHIP CLASS. The membership of the NBOTC shall consist of one class: Individual.

Individual members shall be persons of African descent who are a (1) certified occupational therapists (OT), (2) certified occupational therapy assistants (OTA), (3) current occupational therapy students (OTS) and (4) current occupational therapy assistant students (OTAS).

Section 2. QUALIFICATION. Active Member. In order to be eligible for an active member status, the certified OT or OTA has paid the appropriate annual fee for the current year.

Sustaining member. In order to be eligible for a sustaining member status, the certified OT or OTA has paid more than the appropriate annual fee for the current year.

Student Member. In order to be eligible for a student member status, the individual shall be enrolled in an accredited or approved OT or OTA program whereby, the student has paid the appropriate annual fee for the current year.

Section 3. RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING.

(a) All individual members, active and sustaining, in good standing are entitled to one vote in the election of officers of the NBOTC, the amendment of the NBOTC bylaws and the voting at the Annual business meeting of the NBOTC.

(b) All individual members in good standing may serve on committees of the NBOTC and appointments, representing the NBOTC made by the President, Executive Board and/or their designate.

(c) The privilege of holding the offices of President, Vice-President, Secretary, Treasurer, and Member-at-large is reserved for certified OT and OTA members in good standing who meet the qualifications specified in Article V.

### **ARTICLE IV MEETINGS OF THE MEMBERSHIP OF THE NBOTC**

Section 1. ANNUAL BUSINESS MEETING. The annual business meeting of the NBOTC shall be held in the spring at the Annual American Occupational Therapy Association Conference, at a time and place designated by the President with at least thirty (30) days' notice to members stating the place, day, and hour of the meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the members may be called at any time by the President, by the Executive Board, by petition by ten percent (10%) of the voting members in good standing on at least twenty-one (21) days' notice by standard mail or email to the members. Such notice shall state the place, day, and hour of the meeting, and the purpose or

purposes for which the meeting is called. Only such business as stated in the call may be conducted at the meeting.

Section 3. QUORUM. A quorum at the Annual business meeting or special meeting shall constitute the majority of the active and sustaining members in good standing present.

Section 4. VOTING. At any annual or special meeting of the members, all voting shall be done in person or by electronic ballot and each individual voting member in good standing shall have one vote. The Executive Board shall determine the process for counting and recording the vote.

Section 5. ANNUAL NBOTC MEETING. The NBOTC may sponsor at least one Annual Meeting yearly, to be held in conjunction with the annual business meeting of the members. This conference may provide opportunities for members to participate in professional, educational, and social activities.

## **ARTICLE V OFFICERS**

Section 1. OFFICERS. The officers of the NBOTC shall be the President, President-Elect, Vice-President, Secretary, Treasurer, (3) Members-at-large, and The President of the Student Body as a Voting Member of the Executive Board.

Section 2. ELECTION. Officers of the NBOTC shall be elected by individual vote of the NBOTC's voting members in good standing by standard mail or electronic ballot. In order to ensure continuity of leadership experience, elections of officers shall be staggered. Elections for the offices of President-Elect, Vice-President, and Secretary shall be held the same years, and election for the office of Treasurer and Members-at-large shall be held in the alternate years.

Procedural Guide of the NBOTC shall state the procedures and timetables for the conduct of these elections. The Nominating Committee shall maintain the Procedural Guide. Elected officers shall assume office at the adjournment of the annual meeting following the announcement of the election.

Section 3. ELIGIBILITY AND QUALIFICATIONS. In order to be eligible for office a NBOTC member must be a certified occupational therapist or occupational therapy assistant of African descent in good standing in the NBOTC, and have had a minimum of three years of active practice.

Section 4. TERM OF OFFICE. No officer may serve more than two consecutive terms in the same office. The terms of office for the President, Vice-President, Secretary, and Treasurer shall be four years or until a successor has been elected. The President-Elect shall serve for one year and assume the office of President upon adjournment of the annual meeting one year after the election. An officer who has served more than one-half (1/2) of a term of office shall be considered to have served a full term.

Section 5: DUTIES. In addition to the rights and duties provided elsewhere in these bylaws, or as custom or parliamentary usage may require, the officers have the rights and duties respectively assigned them in succeeding sections of this article.

Section 6. PRESIDENT. The President shall be the chief executive officer of the NBOTC and shall preside at all meetings of the NBOTC.

(a) The President shall appoint committee chairs for all standing committees. The President may create ad hoc committees and appoint their chairs.

(b) The President shall be an ex officio member of all Executive Board committees. The President shall have power to sign all written obligations of the NBOTC and shall exercise general powers of supervision and active management of the NBOTC.

(c) The President shall prepare the Annual Meeting's agenda in collaboration with the Executive Board.

Section 7. PRESIDENT-ELECT. The President-Elect shall assist the President as requested and assume responsibilities for special projects as requested. The President-Elect shall prepare for all duties required and assigned to the office of President.

Section 8. VICE-PRESIDENT. The Vice-President shall discharge presidential duties in the absence of the President. In the event of a vacancy in the office of the President, the Vice-president shall succeed to the presidency for the unexpired portion of the President's term. The Vice-President shall assume the office of President within twenty-four hours and call a special meeting of the Executive Board within three weeks to confirm the ascension. The Vice-President shall serve as a member of the Executive Board.

Section 9. SECRETARY. The Secretary shall record the minutes of the annual meetings of the NBOTC and the Executive Board and shall be custodian of the organization documents. The Secretary shall be a member of the Executive Board. Should the President and Vice-President be absent from a Board meeting at the same time, the Secretary shall call the meeting to order and preside over an election of a president pro tem by the members present.

(a) The Secretary shall record and maintain the names and addresses of all members of the NBOTC. Every two years these names and addresses shall be distributed to the membership.

(b) The Secretary shall notify members in advance of all or any meetings.

Section 10. TREASURER. The Treasurer shall be responsible for the conduct of the financial affairs of the NBOTC and shall collect all fees and other monies paid into or belonging to the NBOTC. The Treasurer shall keep full and accurate account of all receipts and disbursements of the NBOTC. The Treasurer shall have the NBOTC's account annually audited by a certified public accountant and shall report to the Executive Board. The Treasurer shall serve as a member of the Executive Board and shall serve as an ex officio member of any ad hoc committee concerned with the NBOTC's finances.

(a) The Treasurer shall submit a written report of the receipts and disbursement at the Annual Meeting of the NBOTC.

(b) The Treasurer shall maintain the status of active and sustaining members and furnish the Secretary information regarding this every six months or upon request of the President.

(c) If the office of the Treasurer is vacant, disbursement may be made with the signature of the President. If both the offices of President and Treasurer are vacant, the Executive Board shall authorize an alternate disbursement procedure.

Section 11. **MEMBER-AT-LARGE.** The Member-at-large must have demonstrated leadership within the NBOTC, a willingness to work for the NBOTC, and geographic representation. The Member-at-large shall serve as a member of the Executive Board and executive committee.

Section 12. **VACANCIES.** In the event of a vacancy in the office of the President, the Vice-president shall become President. Should the offices of President and Vice-President become vacant at the same time, the Secretary shall act as President pro tem until a special election can be held by mail. Until such election is completed, the Secretary shall continue to serve as President pro tem, and the Executive Board shall appoint an individual to serve as Secretary pro tem. Vacancies in the offices of Vice-President or Secretary shall be filled according to the following guidelines: The Executive Board shall have the power to make temporary appointments but shall determine whether or not a special election should be held, giving consideration to the time interval before the next regular election. If the interval before the next election is less than six (6) months, the Executive Board may choose to appoint an individual membership and the Executive Board. With the approval of the Executive Board, the President shall appoint a registered parliamentarian to serve the needs of the NBOTC.

## **ARTICLE VI EXECUTIVE BOARD**

Section 1. **NAME.** The management body of the NBOTC shall be called the Executive Board. It shall consist of seven (7) elected officials: President, President-Elect, Vice President, Secretary, Treasurer, and (3) Members-at large.

Section 2. **QUORUM.** Four members of the Executive Board shall constitute a quorum. Four members of the Executive Board can serve as an executive committee for the NBOTC.

Section 3. **PRESIDING OFFICER.** The President of the NBOTC shall be the presiding officer of the Executive Board.

Section 4. **FUNCTION.** The Executive Board shall represent the NBOTC in all professional and legal matters. The Executive Board shall manage the affairs of the NBOTC, make necessary budget adjustments with the advice of the Treasurer, and oversees the implementation of the By-laws. The Executive Board shall have at least two (2) regular meetings a year.

Section 5. POWERS. Executive Board shall have and exercise the powers inherent in the management of the affairs of the NBOTC. In the event of an emergency and the lack of definitive policy, the Executive Board is authorized to take appropriate action thereon. The Executive Board shall have authority to appoint such agents as may be necessary to exercise its function and powers. The Executive Board shall have the power to create special and ad hoc committees.

## **ARTICLE VII COMMITTEES**

Section 1. NAME. The standing committees of the NBOTC shall be the: Professional Action Committee, Budget Committee, Nominating Committee, eNewsletter (Communication) Committee, Membership Committee, and Bylaws Committee.

Section 2. FUNCTION. The function of the standing committees shall be as following:

(a). Professional Action Committee. The Professional Action Committee shall focus on those professional issues and concerns that have impact on the purpose and objectives of the NBOTC. The committee, Executive Board and the membership determine tasks of the committee jointly. A written report shall be presented and submitted to the NBOTC at the Annual meeting

(b) Budget Committee. The Budget Committee shall serve as the fiscal advisory in coordination with the Treasurer and Executive Board to the NBOTC. It shall recommend a budget and anticipate changes in come or expenditures. It shall recommend the dues rate for the NBOTC. A written report shall be presented and submitted to the NBOTC at the Annual meeting.

(c) Communication Committee. The Communication committee shall be responsible for maintaining and communicating with the membership information of interest to as well as official NBOTC information to the membership. The committee shall use the most cost effective and responsible method available (i.e. print, electronic, audio, or visual).

(d) Membership Committee. The membership committee shall conduct all activities related to the recruitment and retention of members. The committee shall maintain a current membership mailing list in collaboration with the Treasurer and Secretary. It shall mail all notices of renewal to members. The committee shall collect all registration data by paper or online registration.

(e) Nominating Committee. The Nominating committee shall responsible for all phases of the election of NBOTC officers. The committee shall prepare a slate of eligible candidates and conduct the election. The committee shall make recommendations of members for all BOT and AOTA awards.

(f) Bylaws Committee. The Bylaws committee shall review the bylaws of the NBOTC and propose revisions and amendments. The committee shall have the authority to make editorial and clerical corrections in the bylaws to ensure consistency. The committee shall consider and accept suggestions from NBOTC members and Executive Board.

(g) Student Action Committee. The Student Action Committee shall be responsible for maintaining and communicating with the student body members, information of interest as well as official NBOTC communications to the student membership. The Committee Chair shall be known as President of the Student Body (POSB) is used interchangeably with the Student Body President. President of the Student Body (POSB) shall be the official voice of the NBOTC student membership and will VOTE on behalf of the student body's interests. The POSB will have 1 VOTE on the Standing Committee in representation of the Student Body. The President of the Student Body's scope shall include representation and transmission of all Student Relation components of NBOTC to the existing membership and to potential members. The Term of the Chair shall be a 2 Year position, 1 year President Elect service. POSB will present reports and attend Executive Board Meetings upon request. The POSB shall use the most cost effective and responsible method available (i.e. print, electronic, audio, or visual).

Section 3. CHAIR. The Chairperson shall be appointed for a four (4) year term to coincide with the President's term of office. The chairperson shall attend Executive Board meetings, submit a written report at the Annual Meeting and submit a budget to the Treasurer when requested.

Section 4. AD HOC COMMITTEE. Ad Hoc committees shall be established as needed by the President. Upon completion of their specific task, the committee shall be dissolved. The purpose and tasks of the Ad Hoc Committee shall be stated in writing with a timeline and signed by the President.

## **ARTICLE VIII SCHOLARSHIP**

Section 1. The Frances Swift Memorial Award, first awarded in 1985 at the Atlanta meeting, is given annually to a black student enrolled in an OT or OTA program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

- (A) Eligibility Requirements: The applicant must be a Black student (OTR or OTA) pursuing a career in Occupational Therapy, must be enrolled in a duly accredited program in the United States, The Commonwealth of Puerto Rico or the Virgin Islands, must demonstrate a financial need and must have an overall GPA of 2.0 or better. The scholarship award must be applied toward academic study (books, tuition, fees, etc.). Applicants must be attending an OT or OTA program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). All student applicants are rated based on the scholarship application and cannot be related to anyone on the scholarship committee or the NBOTC board of directors.

## **ARTICLE IX FINANCIAL DUES**

Section 1. ANNUAL DUES. The Annual dues of the NBOTC shall be set forth at the annual meeting of the NBOTC.

- (a) The amount of the dues shall be based on the Annual Budget as prepared and recommended by the Budget Committee.
- (b) The Annual dues shall be voted by the membership.

(c) The Annual Dues must be paid during the calendar year to retain or obtain the rights and privileges of active or sustain membership.

Section 2. ASSESSMENT. An assessment shall be a special fee voted by the membership.

(a) All members in good financial standing shall be given a written notice of sixty (60) days prior to the Annual Meeting in which an assessment will be considered.

(b) All members in good financial standing shall be eligible to vote on any questions of assessment for the NBOTC.

(c) Once a valid levied assessment is levied against the membership, it is incumbent upon the member to pay said assessment to enjoy the rights and privileges of membership in the NBOTC.

## **ARTICLE X ADMINISTRATIVE PROCEDURES**

Section 1. BALLOTS. Mail, electronic mail, online or telephonic transmission ballots may be used to:

(a) Elect officers or officer-elect of the NBOTC

(b) Request a meeting

(c) Conduct business

Ballots must have a method of authenticating, such as member number, the eligibility of each voter.

Section 2. RESIGNATION. Elected or appointed officials of the NBOTC shall submit a written resignation to the Executive Board. The Executive Board shall act upon such requests, including notifying appropriate committees concerning the vacancy.

Section 3. CENSURE. Motions to censure an elected or appointed official shall occur consistent with a fundamentally fair process.

Section 4. REMOVAL. Motions for removal of an elected or appointed official shall occur consistent with a fundamentally fair process.

Section 5. VACANCIES. In the event of a vacancy in the office of the President, the Vice-president shall become President. Should the offices of President and Vice-President become vacant at the same time, the Secretary shall act as President pro tem until a special election can be held by mail. Until such election is completed, the Secretary shall continue to serve as President pro tem, and the Executive Board shall appoint an individual to serve as Secretary pro tem. Vacancies in the offices of Vice-President or Secretary shall be filled according to the following guidelines: The Executive Board shall have the power to make temporary appointments but shall determine whether or not a special election should be held, giving



consideration to the time interval before the next regular election. If the interval before the next election is less than six (6) months, the Executive Board may choose to appoint an individual.

Section 6. TERM OF OFFICE. No officer may serve more than two consecutive terms in the same office. The terms of office for the President, Vice-President, Secretary, and Treasurer shall be four years or until a successor has been elected. The President-Elect shall serve for one year and assume the office of President upon adjournment of the annual meeting one year after the election. An officer who has served more than one-half (1/2) of a term of office shall be considered to have served a full term.

## **ARTICLE XI FISCAL YEAR**

The Executive Board shall determine the fiscal year of the NBOTC.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

Except as otherwise noted, all meetings of the NBOTC, Executive Board and committees will be governed by the parliamentary rules and procedures stipulated in the latest edition on Robert's Rules of Order Newly Revised.

## **ARTICLE XIII AMENDMENTS TO BYLAWS**

Section 1. AMENDMENTS. The Bylaws may be adopted, amended, or repealed at any Annual Meeting of the NBOTC by a majority of the voting members, provided that a written thirty (30) days notice of the proposed amendment has been given to all active members in person, by mail and/or by electronic means.

Section 2. PROCEDURE.

(a) The Bylaws Committee shall consider and accept suggestions for amendments or revision from all NBOTC members and Executive Board.

(b) The Bylaws Committee shall submit to the NBOTC members for vote proposed changes to the Bylaws that have been reviewed by the Executive Board.

(c) Voting members shall vote on amendments or revision of the Bylaws by mail, electronic mail, online or telephonic transmission ballot.

(d) The Bylaws committee shall determine the deadline date and the address for the receipt of cast ballots. Balloting shall be closed on the deadline date.

(e) The approval of Bylaws changes shall be by a majority vote of those ballots that are cast and valid.

Section 3. TECHNICAL CORRECTIONS. The Bylaws Committee shall have authority to make technical, editorial, and clerical corrections to keep the Bylaws consistent without calling for a vote of the voting members of the NBOTC.

Section 4. EFFECTIVE DATE. Amendments to the Bylaws shall become effective immediately upon adoption by the membership, unless otherwise specified by the Executive Board and reported to the membership.

5/2011—Bylaws Revised/Ratified

6/2012—Bylaws Document Updated