

BYLAWS OF THE
MARYLAND OCCUPATIONAL THERAPY ASSOCIATION
2019

ARTICLE I
Establishment

Section 1. Name

The organization shall be called the Maryland Occupational Therapy Association, Incorporated, and hereafter shall be referred to as MOTA or the Association.

Section 2. Affiliation

MOTA shall be affiliated with the American Occupational Therapy Association, Incorporated, the national professional association, hereafter referred to as the AOTA, in compliance with the rules and regulations set forth by the Affiliated Agreement with AOTA.

Section 3. Contact Information

1. The principal office mailing address of MOTA shall be PO Box 2742, Columbia MD 21045-1742.
2. The internet URL of the Association shall be mota.memberlodge.org.

Section 4. Status

1. MOTA has been designated a 501(c)(6) non-profit organization under the Internal Revenue Code (IRC) and shall maintain this status defined as a business league, "an association of persons having some common business interest, the purpose of which is to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit."¹
2. The federal Employer Identification Number (EIN) for MOTA is 52-1097532.

Section 5. Fiscal Year

The Association shall follow a fiscal year of January 1st through December 31st to align with the terms of office for its elected officials as specified in Article IV of these Bylaws.

Business Leagues. (2014, April 24). Retrieved September 10, 2014, from <http://www.irs.gov/Charities-&-Non-Profits/Other-Non-Profits/Business-Leagues>.

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ARTICLE II

Purpose and Objectives

Section 1. Mission Statement

The Maryland Occupational Therapy Association represents, supports, and advances the practice of occupational therapy in the State of Maryland.

Section 2. Vision Statement

To be Maryland's communicative assembly, compass, and champion for occupational therapy.

Section 3. Goals

The goals of the MOTA shall be organized around the following areas:

1. **Public Relations:** To promote awareness of MOTA to occupational therapy practitioners, students and the community.
2. **Membership:** To increase membership across the State.
3. **Professional Development and Education:** To advocate and coordinate the provision of professional development [and education] for occupational therapy practitioners and students.

ARTICLE III

Membership

Section 1. The membership of the Association consists of the following:

1. **Occupational Therapist**, hereinafter referred to as OT.
 - A. One who has met initial certification standards of the National Board of Certification of Occupational Therapy, hereinafter referred to as NBCOT, or equivalent organizational predecessor, for an occupational therapist, registered (OTR[®]), and
 - B. Either
 1. Holds a license, is eligible to hold a license, or is in the process of obtaining a license to practice in the state of Maryland OR
 2. Is a Maryland resident who works or conducts business in the field of occupational therapy in another state.
2. **Occupational Therapy Assistant**, hereinafter referred to as OTA.
 - A. One who has met the initial certification standards of NBCOT, or equivalent organizational predecessor, for an occupational therapy assistant, certified (COTA[®]), and
 - B. Either
 1. Holds a license, is eligible to hold a license, or is in the process of obtaining a license to practice in the state of Maryland OR
 2. Is a Maryland resident who works or conducts business in the field of occupational therapy in another state.
3. **Occupational Therapy Student**, hereinafter referred to as OTS.
 - A. An individual enrolled full or part time in an accredited Maryland occupational therapy degree program or
 - B. A Maryland resident enrolled full or part time in an out-of-state accredited occupational therapy degree program.

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ARTICLE III Membership, Section 1 - continued

4. **Retiree.** One who met the membership criteria under #1 or #2 of this section, but due to age or disability no longer practices occupational therapy. 5. **Honorary.** One upon whom is conferred a privileged membership by the MOTA Board. The individual must have performed distinguished service or practice in the field of occupational therapy. Trustees of the MOTA will receive honorary membership.

- a. Membership dues shall be waived.
- b. Membership is for an unfixed duration.

6. **Associate.** One who is interested in pursuing a career or promoting occupational therapy in the state of Maryland and is not an occupational therapy professional or student enrolled in an occupational therapy program.

7. **Consumer** who is, has been, or is associated with a recipient of occupational therapy services. The individual is neither an occupational therapy practitioner nor a member of an occupational therapy organization. This is a conferred position by the MOTA Board.

Section 2. Rights and Privileges of Members

1. OT.

- A. May attend and participate in all regular and called meetings of the Association.
- B. May vote on all issues pertaining to the Association.
- C. May hold any office for which the individual meets the prerequisites and chair or serve on any committee when appointed or elected, subject to the qualifications established by the MOTA Bylaws for that office or committee.
- D. Shall receive the routine communications and mailings of the Association.
- E. Shall be eligible for reduced rates to MOTA-sponsored functions and have exclusive access to member-only designated MOTA webpages and documents.
- F. Shall be eligible to apply to MOTA-sponsored scholarships for which the individual meets the prerequisites.

2. OTA.

- A. May attend and participate in all regular and called meetings of the Association.
- B. May vote on all issues pertaining to the Association.
- C. May hold any office for which the individual meets the prerequisites and chair or serve on any committee when appointed or elected, subject to the qualifications established by the MOTA Bylaws for that office or committee.
- D. Shall receive the routine communications and mailings of the Association.
- E. Shall be eligible for reduced rates to MOTA-sponsored functions and have exclusive access to member-only designated MOTA webpages and documents.
- F. Shall be eligible to apply to MOTA-sponsored scholarships for which the individual meets the prerequisites.

3. OTS.

- A. May attend and participate in all regular and called meetings of the Association.
- B. May vote on all issues pertaining to the Association.
- C. May serve as a committee member or as the MOTA Board Student Representative.
- D. Shall receive the routine communications and mailings of the Association.
- E. Shall be eligible for reduced rates to MOTA-sponsored functions and have exclusive access to member-only designated MOTA webpages and documents.
- F. Shall be eligible to apply to MOTA-sponsored student scholarships for which the individual meets the prerequisites.

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4. Retiree.

- A. May participate and enjoy the rights and privileges of membership to which one is otherwise eligible by qualifications as an OT or OTA.
- B. Membership dues shall reflect a reduction of the rate at which one would have been subject to as an OT or OTA.

5. Honorary.

- A. May participate and enjoy the rights and privileges of membership to which one is otherwise eligible by qualifications as an OT or OTA.

6. Associate.

- A. May attend and observe all meetings of the Association.
- B. May serve on a committee by appointment by the MOTA Board.
- C. Shall receive the routine communications and mailings of the Association.
- D. May not vote on the affairs of the Association or the election of its officers.
- E. May not hold an office on the MOTA Board.

7. Consumer Consultant

- A. May attend and observe all meetings of the Association.
- B. May hold the Consumer Representative office on the MOTA Board.
- C. Membership dues shall be waived.
- D. Shall be eligible for reduced rates to MOTA-sponsored functions.

Section 3. Secondary State Association Privilege

1. If an individual is a primary member of another AOTA affiliated state association and wishes to join MOTA as a secondary membership, then his/her fee shall be at a reduction in the rate of the published MOTA membership rates.
2. Documentation of active membership in another state association will be required prior to joining or renewing a MOTA membership with Secondary State Association Privilege.
3. An individual joining MOTA with Secondary State Association Privilege may participate and enjoy the rights and privileges of membership to which one is otherwise eligible by qualifications under Section 2 of this Article.

Section 4. Terms of Membership

1. Members shall be considered "in good standing" if their dues are paid and current.
2. An active membership shall be one calendar year from receipt of dues unless otherwise specified in Article III, Section 2.
3. A membership in which dues are late up to 30 days after the individual's anniversary date of joining or renewing shall be considered lapsed. Members in lapsed status will have suspended rights and privileges until dues are paid in full.
4. After 30 days, unpaid memberships will be considered inactive and will be archived, requiring the individual to rejoin the Association.

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ARTICLE IV
Officers

Section 1. Offices

1. The offices of MOTA shall be as follows:
 - A. President
 - B. President-Elect
 - C. Executive Vice-President
 - D. Secretary
 - E. Treasurer
 - F. Vice President of Advocacy
 - G. Vice President of Communications
 - H. Vice President of Events
 - I. Vice President of Nominations and Awards
 - J. Vice President of Public Relations
 - K. OTA Representative
 - L. Regional Coordinators
 - M. Student Representative
2. Members elected to the offices listed in Section 1, paragraph 1 listed above, shall become said officers for the Association.
3. The officers shall collectively be called the Board of Directors, hereinafter referred to as the Board.
 - A. The Board is charged with the oversight of institutional affairs and is responsible for the governance and management of the Association.
 - B. The Board will perform in a manner that it believes to be in the best interest of the Association and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances and to the best of its knowledge, consistent with federal and state laws.
 - C. The Board will have the power to hire and contract with businesses for services it deems required for the operational needs of the association.
 - D. The Board must establish and maintain a yearly budget. All expenditures that exceed budget allocations must be pre-approved by the Board.
 - E. The Board must participate in the update of standard operating procedures for their positions and the training of a successor to that position.

Section 2. Election

The officers of the Association shall be elected by the voting membership of MOTA in accordance with Article V of these Bylaws.

Section 3. Eligibility

1. An OT or an OTA MOTA member may hold office, whether practicing or retired, with the following exceptions:
 - A. Only an OTA as defined under Article III, Section 1.2 may hold the office of OTA Representative.
 - B. Only an OTS as defined under Article III, Section 1.3 may hold the office of Student Representative.
 - C. Only an individual as defined under Article III, Section 1.7 may hold the office of Consumer Representative.
 - D. Individuals with Secondary State Association Privilege may not hold office due to potential conflicts of interest.
 - E. Individuals with Associate or Honorary membership may not hold office.
2. Individuals holding office must have an active status MOTA membership.
3. All member statuses are subject to any additional qualifications stated within these Bylaws.

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Section 4. Term of Office

1. An elected individual shall assume office on the first day of January following an election or, if filling a vacant office, shall fill it immediately after an election.
2. The length of office is three years with the exception of the President-Elect. The office begins on January 1st and ends on December 31st or until a successor is elected.
3. If in the event an individual is elected to a vacant office, the term will conclude two years from December 31st of the year that the election occurred.
4. The term of office of President-Elect is a minimum of one year. It begins immediately after his or her election and ends on December 31st of the year subsequent to the election or upon assumption of the office of President.
5. An officer may be re-elected for a second term with the exception of the President-Elect.
6. An individual may not serve in the same office for more than two, consecutive three-year terms.
7. An individual who has served more than 23 months of office shall be considered to have served a full term. Service of more than 12 months but less than 24 months will be considered a half term.
8. An immediate past President may be appointed by the Board to serve a term of one year as an ex-officio member on the Board.

Section 5. Vacancy of Office

In the event of a vacancy in any office, procedures outlined in Article V of these Bylaws will be followed.

Section 6. Removal, Censure and Appeal

Officers may be removed in accordance with the procedures outlined in Article V of these Bylaws.

Section 7. Functions of the President

The President shall:

1. Be the Chief Executive Officer of MOTA and preside at all meetings of MOTA and of its Board.
2. Be bonded, the expense of said bonds being borne by the Association.
3. Be the official liaison for MOTA in conducting business with AOTA.
4. Guide and conduct the activities of the Association consistent with its Articles of Incorporation, Bylaws, strategic plans, organizational policies and procedures, and Affiliation Principles Agreement with AOTA.
5. Have the power to sign all written obligations of the Association and shall have the general powers of supervision and active management typically vested in the office of President.
6. Have the authority to sign checks and other financial contracts and obligations, as to the Treasurer.
7. Prepare an agenda, schedule, and convene all Board meetings.
8. Attend all Board meetings or appoint a designee.
9. Receive reports from all Board members managing the functions of the Association.
10. Have the power to appoint an individual to act as an officer pro tempore at any meeting as necessary in the absence of any officer.
11. Have the power to appoint all Ad Hoc Committee Chairpersons and shall be an ex-officio member of all committees except a Nomination and Awards Committee.
12. Prepare an annual report for the Maryland Occupational Therapy Association, Incorporated, which shall be presented at the Association's Annual Business Meeting and made available to the membership.
13. Have the power to authorize an aggregate excess expenditure of no more than 5% of the allotted yearly budget upon 10 day notice to the Board.
14. Provide the Secretary updated records and files that may be pertinent to the office, operation of the Association, and the continuity thereof.
15. Attend or send a president-designee to the Association of State Affiliated Presidents (ASAP) meeting or other meetings to officially represent the Association.
16. Maintains communication with AOTA Representative Assembly Representative from Maryland.

Section 8. Functions of the President-Elect

The President-Elect shall advise and assist the President, and shall act as President pro tem in the absence of the President. The President-Elect shall have such other duties as the President shall assign.

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Section 9. Functions of the Executive Vice-President

The Vice President shall:

1. Discharge the duties and/or have the powers of the President in the absence of the President or President-Elect or during a vacancy in both the offices of President and President-elect.
2. Attend all Board meetings or appoint a designee.
3. Provide the Secretary updated records and files that may be pertinent to the office, operation of the Association, and the continuity thereof.
4. Maintain the Association Bylaws and Standard Operating Procedures and chair any ad hoc committee to revise the Association's Bylaws.
5. Be the official liaison for MOTA in conducting business with the licensing board for the state, the Maryland Board of Occupational Therapy Practice, or have the power to appoint a designee for this function.
6. Be the official liaison for MOTA in conducting business with the administrator for the State of Maryland Office of Appointments and Executive Nominations.
7. Assume responsibility for recruiting candidates for impending vacancies on the Maryland Board of Occupational Therapy Practice consistent with Maryland statute § 10-202. Board membership.
8. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 10. Functions of the Secretary

The Secretary shall:

1. Be responsible for the meeting minutes, records, documents, and archives of the Association.
2. Secure, archive, and manage the physical and virtual places of storage for MOTA records and documents.
3. Attend all Board meetings or appoint a designee.
4. Oversee the filings of official documents.
5. Have the authority to sign an organizational declaration affidavit.
6. Maintain and update the MOTA policy on document retention at least every three years.
7. Maintain a calendar of Board meetings, provide meeting notices, and distribute former Board meeting minutes to participants at least two days in advance.
8. Take roll call, record attendance, and document minutes during Board meetings and at the Annual Business Meeting or appoint a designee.
9. Work with the President in compiling an annual summary of all actions taken by the Board.
10. Maintain and regularly update an official contact list of MOTA Officers and their terms of service, Trustees, and selected business contacts.
11. Participate in the maintenance of MOTA reference documents and lists such as purchased and/or retired equipment and the history of the organization: past officers, scholarship awardees, etc.
12. Monitor and notify the Board of timelines to update business contracts and official documents with the Association.
13. Be the main liaison with institutions holding records or artifacts pertinent to MOTA, such as the American Occupational Therapy Foundation's Wilma L. West library.
14. Update MOTA stationery on request of the Board.
15. Arrange for MOTA documents to be notarized if needed.
16. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 11. Functions of the Treasurer

The Treasurer shall:

1. Be the Chief Financial Officer of MOTA, responsible for the conduct of the financial affairs of the Association.
2. Be bonded, the expense of said bonds being borne by the Association.
3. Attend all Board meetings or appoint a designee.
4. Have the authority to sign checks and other financial contracts and obligations.

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5. Keep full and accurate financial accounting records as well as documentation of all receipts and disbursements of the Association.
6. Ensure that membership dues and account receivables are deposited in a timely manner.
7. Propose an annual operating budget at least 45 days prior to a new fiscal year.
8. Ensure use of funds in a cost-effective manner.
9. Notify the Board of bills due and paid. Pay all bills in a timely manner. All expenses must comply with annually approved budget allocations. Payment of expenses requires verification of the officer or committee chairperson.
10. Report MOTA's financial status at Board meetings.
11. Prepare and present an annual financial statement at the Annual Business Meeting; submit report for publication by the Association.
12. Ensure completion and submission of federal financial forms, such as IRS Form 990 or equivalent, and state financial forms, such as Form I, as required by law by a certified public accountant.
13. Ensure an audit of MOTA financial records by a certified public accountant as determined by the Board.
14. Ensure an annual review of financial investments.
15. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 12. Functions of the Vice-President, Advocacy

The Vice-President, Advocacy shall

1. Be responsible for monitoring and advising the Board of state issues impacting occupational therapy.
2. Attend all Board meetings or appoint a designee.
3. Coordinate efforts with the MOTA Lobbyist on advocacy issues pertaining to occupational therapy regulation and legislation.
4. Be a liaison for the Board to the AOTA Office of State Affairs and other agencies as identified by the Board.
5. Coordinate and implement educational advocacy activities.
6. Chair any bill review or legislative committees.
7. Maintain a list of consumer consultants to provide consumer feedback on legislative issues including name, specialty area, and contact information.
8. Prepare and present an annual report at the annual business meeting.
9. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 13. Functions of the Vice-President, Communications

The Vice-President, Communications shall

1. Be responsible for and chair committees on establishing, developing, and monitoring traditional contact and communication channels, such as the Association's mailing and email addresses, newsletter, website, and phone numbers.
2. Attend all Board meetings or appoint a designee.
3. Oversee website development and management.
4. Manage and coordinate volunteer(s) for newsletter and/or advertisement activities and requests.
5. Advise Board of communication technology needs and updates.
6. Maintain and update lists of electronics and technology owned by the Association.
7. Coordinate efforts with the VP, Public Relations.
8. Assist the Board in establishing presentations to the Association.
9. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 14. Functions of the Vice-President, Events

The Vice-President, Events shall

1. Be responsible for, and chair committees on, the MOTA Annual Conference including its budget as well as any MOTA-sponsored continuing education workshops not under the domain of another Vice President.

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2. Attend all Board meetings or appoint a designee.
3. Coordinate efforts with the Board to develop and execute the presentation of the Annual Business Meeting.
4. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 15. Functions of the Vice-President, Membership

The Vice-President, Membership shall:

1. Be responsible for, and chair committees on, member records/archives and membership materials and recruitment in collaboration with the Secretary.
2. Attend all Board meetings or appoint a designee.
3. Report the status of the Association's membership status at Board meetings.
4. Regularly update the membership database.
5. Prepare reports on membership trends as required by the Board.
6. Develop, execute, and monitor all membership recruitment and retention activities.
7. Periodically update membership materials.
8. Coordinate efforts with the VP, Public Relations on identifying and procuring member benefits.
9. Coordinate efforts with the Board to develop and execute the presentation at the Annual Business Meeting.
10. Participate in the update of standard operating procedures for this position and the training of a successor to the position.
11. Oversee functions of the Regional Coordinators

B. Functions of the Regional Coordinators

The Regional Coordinators shall:

1. Be a member in good standing appointed by the VP of membership for a term of three years, with no term limit.
2. Be responsible for, and chair committees as appropriate on coordination of membership, engagement, and recruitment activities for their assigned region.
3. Coordinate efforts with the VP, Public Relations and VP, Events
4. Coordinate efforts with VP, Membership in member recruitment for their assigned region.

Section 16. Functions of the Vice-President, Nominations & Awards

The Vice-President, Nominations & Awards shall

1. Be responsible for, and chair committees on; advertising, soliciting, and gathering data for nominations for MOTA offices, membership awards, and sponsored scholarships.
2. Attend all Board meetings or appoint a designee.
3. Provide a presentation at the Annual Business Meeting.
4. Maintain lists and/or records of previous awardees.
5. Procure certificates and awards.
6. Coordinate presentation of awards at the annual conference and other events.
7. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 17. Functions of the Vice-President, Public Relations

The Vice-President, Public Relations shall

1. Be responsible for and chair committees on fundraising and outreach activities to the community including the development and management of social media.
2. Attend all Board meetings or appoint a designee.
3. Coordinate efforts with the VP, Membership to develop regional-specific MOTA social events and other projects as needed.
4. Coordinate efforts with the VP, Events to develop new sponsorships.
5. Advise Board of trends in social media.

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6. Promote MOTA through social media.
7. Assist the Board in establishing presentations to the Association.
8. Participate in the update of standard operating procedures for this position and the training of a successor to the position.

Section 13. Functions of the Occupational Therapy Assistant (OTA) Representative

The OTA Representative shall:

1. Serve as chairperson of the OTA committee
2. Communicate with academic and student liaisons and report issues/activities to the Board.
3. Attend all Board meetings or designate an alternate.
4. Facilitate OTA involvement of MOTA.
5. Create opportunities that encourage MD OTA students.
6. Be a liaison for OTA practice

Section 16. Functions of the Student Representative

The Student Representative shall:

1. Provide a student perspective on issues that impact occupational therapy.
2. Attend board meetings.
3. Serve as a liaison between MOTA and its student members.

Article V
Trustees

Section 1: Definition and Purpose

The Trustees shall be a group of no less than three (3) individuals composed of important stakeholders, such as past Board members and volunteer professionals such as a retired professor, attorney, or accountant. The Trustees shall serve as advisers pertaining to matters of incorporation, non-profit status, and MOTA history.

Trustees shall consist of members who have honorary membership. Membership shall be honorary category.

Section 2: Functions

The Trustees may be called upon to assist the Board as follows:

1. Provide a representative of its group to participate in Board meetings.
2. Annually review the state of the Association with the President or designee(s).
3. Participate in reviews of and provide feedback on the Association's
 - a. Incorporation and non-profit status
 - b. Mission, goals, administrative and organizational documents.
 - c. Strategic Plan
 - d. Annual budget, tax forms, and financial investments.
4. Serve as historians for the organization.
5. Provide transition assistance and training to newly appointed officers.

Section 3: Term of Office

A Trustee shall be appointed by the Board. A trustee's term of office is continuing. A trustee may request in writing to the President to be removed as a trustee. The Board may request that a trustee be replaced if that trustee is unable to fulfill the duties listed above. Trustees may not simultaneously serve as an officer of MOTA or the Board of Occupational Therapy Practice.

Section 4: Qualifications

A licensed Maryland occupational therapist or occupational therapy assistant can qualify to be considered for a trustee position if he/she meets the following criteria:

1. Member in good standing of MOTA.

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2. At least 20 years of experience in OT.
3. At least 15 years of experience as a licensed occupational therapist or occupational therapy assistant (OT/OTA) in Maryland.
4. Service on a MOTA board, Maryland Board of Occupational Therapy Practice, or Association committee for a total of 10 years.
5. Demonstrated knowledge of organizational administration and current issues facing occupational therapy practitioners in the state of Maryland.
6. Not concurrently serving on the MOTA Board or the Maryland Board of Occupational Therapy Practice

Section 5: Trustee Roster

The names and addresses of the current trustees of MOTA are kept in the member roster file.

ARTICLE VI
Meetings

Section 1. The Board Meetings

1. Board meetings shall be convened and directed by the President on no less than a quarterly basis to coincide with a general membership meeting.
2. Board meetings will focus on areas of importance for the organization according to the strategic plan of the MOTA.
3. Board meetings shall be open to the general membership.
4. Any member of the Board may request, through the President, that a Board meeting be convened.
5. Board minutes shall be distributed to MOTA Board members and to general membership upon request.
6. Board meetings may be governed by parliamentary rules and procedures stipulated in the current edition of Robert's Rules of Order, Revised.

Section 2. The Quorum for Board Meetings

A quorum shall consist of 50% of occupied positions on the Executive Board and must include either the President, President Elect, or Executive VP.

Section 3. Annual Business Meeting

1. The Association will conduct at least one business meeting per year to update the membership on association goals and activities
2. The Annual Business Meeting shall take place during the annual conference or at a time and place designated by the Board should no annual conference be scheduled.

Section 4. Special Meetings

1. Special meetings may be called by the President, by three members of the Board, or by one-third of the voting membership. The call for the special meeting must state the business to be transacted, and no other business may be transacted that is not stated in the agenda unless agreed upon by the Board.
2. These special meetings shall be held at a time and place designated by the Executive Board.
3. The special meeting must be announced through website, newsletter, e-mail and voicemail.

Section 5. General Membership Meeting

At least one general membership meeting shall be conducted per year.

Section 6. Government of Meetings

Except as otherwise provided, all meetings of the Association shall be governed by parliamentary rules and procedures stipulated in the Robert's Rules of Order, Revised and as specified by the President.

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Section 5. Quorum

A quorum for transacting business shall all members present.

Article VII
Elections

Section 1. Election.

The officers of the Association shall be elected by the voting membership of the MOTA.

1. Elections will take place in the autumn of each calendar year or as positions are vacated.
2. The Vice-President of Nominations and Awards shall assume leadership for the elections process. Vacancies and/or a call for nominations shall be announced to the membership through email, website postings, and/or paper means.
3. The Vice-President of Nominations and Awards shall establish a slate of candidates for the available offices.
4. The voting membership of MOTA shall elect officers by paper and/or electronic means within a specified period of time. Votes will be confidential and destroyed after the election has been completed pending no contestations.
5. Candidates will submit a "Statement of Intent" with qualifying biographical material to be made available to the membership prior to an election.
6. A candidate will be elected if the number of "Ayes" exceeds 50% of the collected votes.

Section 2. President Elect

The President-Elect shall assume the office of President:

1. On January 1st after a minimum of one year in the office or
2. January 1st after beginning his or her three-year term when the President's term of office expires.

Section3: Vacancy, Removal or Censure, and Appeal of Office

1. An individual may resign office by submitting a written document to the Board. The date of resignation will be mutually agreed-upon by the officer and the Board.
2. If no official resignation letter is provided, the Board shall send, via certified mail, a notice of resignation effective the date that the President announced their resignation.
3. If the office of President is vacated, the President-Elect shall assume that office for the vacated term, and shall continue on through the next term as President. If there is no President-Elect and the office of President is vacated, the Executive Vice President shall assume the role of the President for the remainder of the President's term of office.
4. In the event of a vacancy in the other offices, the following procedures will be taken:
 - A. The President or President-Elect shall immediately confer with the Board and appoint an acting officer until a successor is elected.
 - B. The vacancy will be announced to the membership and the Vice President of Nominations and Awards will begin the election process.
5. Individuals may be removed from office before a term expires. The reasons for removal or permanent revocation of membership by MOTA may be
 - A. A 50% or less record of attendance at Board meetings without just cause.
 - B. Failure or negligence to execute the duties of office.
 - C. An identified conflict of interest.
 - D. Censure rendering in writing by the Maryland Board of Occupational Therapy Practice.
6. Procedures per Robert's Rules of Order, Newly Revised will be used for the removal of an individual from office:
 - A. By a two-thirds vote
 - B. By a majority vote when previous notice has been given, or
 - C. By a vote of the majority of the entire membership

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Section 4. Qualifications

A licensed Maryland occupational therapist or occupational therapy assistant can qualify to be considered for a Board position if he/she meets the following criteria:

1. Member in good standing of MOTA
2. Demonstrated knowledge of organizational administration and current issues facing occupational therapy practitioners in the state of Maryland.
3. Not concurrently serving on the Maryland Board of Occupational Therapy Practice
4. Demonstrate leadership commitment and involvement .
5. Commitment to participate in monthly Board meetings.
6. Positive leadership attributes, emotional intelligence, ability to work collaboratively, and engage in appropriate debate and discussion when needed.

ARTICLE VIII

Dues, Assessments and Financial Obligations, Uses of Earnings

Section 1. Dues

1. Members are responsible for paying annual dues based on their application date. Renewal reminders will be sent via email to all members. If payment is not received within 30 days after that date membership will be discontinued.
2. Any person may be reinstated into the Association upon full payment of membership dues.
3. Membership dues shall be set by the Board and voted on by the membership.

Section 2. Assessments

Assessments shall be levied upon approval of voting members at the annual business meeting. Written justification for assessment will appear in the newsletter prior to the vote of the membership.

Section 3. Financial Obligation

The Association shall reimburse all Officers, board members, Committee Chairpersons, and Trustees as fully as possible, for expenses incurred in discharging the duties of their offices according to the allotted fiscal year budget.

Section 4. Uses of Earnings

1. No part of the net earning of the Association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons except that the corporation shall be authorized an empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance set forth in Article II hereof.
2. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.
3. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by a Association exempt from Federal Income Tax under Section 501 (c) (6) of the Internal Revenue Code of 1954, or by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954.

ARTICLE IX

Amendment

Section 1. Procedures

Section 1:

These by-laws may be amended or replaced at any regular business meeting of the Association, provided at least two week notice has been given to the membership. Any and all amendments require a two-thirds affirmative vote of the members present.

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Section 2:

The President may appoint a committee to review and revise these by-laws at his/her discretion. Any report such a committee may make shall be considered notice.

ARTICLE X
Ethics and Parliamentary Authority

Section 1. Procedures

The procedures for handling matters of ethics and standards shall conform to the stipulations of the By-Laws and Code of Ethics of the AOTA.

Section 2. Standards

The members of the Association shall abide by the Code of Ethics of AOTA and of the Maryland State Board of Occupational Therapy Practice.

Section 3. Dissolution

1. Upon dissolution of the MOTA, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 or described in any corresponding provision of any successor statute which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the MOTA.
2. The organization to receive the assets of the MOTA hereunder shall be selected by the discretion of the majority of the managing body of the MOTA and its members.