



(OCCUPATIONAL THERAPY / ERGO MEDICINE)

BYLAWS

OF
ALL INDIA OCCUPATIONAL THERAPIST'S ASSOCIATION
[OCCUPATIONAL THERAPY/ ERGOMEDICINE]
(Founder Council Member – World Federation of Occupational Therapists)
(Registered Under Bombay Public Trust Act, Bom. 1950-E-1118)

REVISED 2009

BYELAW I: FOR ENROLMENT AS A MEMBER AND MEMBERSHIP- FEES (ARTICLE V SECTION I & II, ARTICLE VII SECTION I & II, ARTICLE VII SECTION I)

Those desiring to become members will have to fulfill the following.

1. Each form of Application for membership can be down loaded from the official website of AIOTA.
2. Any membership will be accepted by paying Membership fees in form of Demand Draft which should be drawn in favor of “All India Occupational Therapists’ Association” payable at place from which Treasurer is elected.
3. Member should pay their life membership fees or student membership fees only after they received intimation of approval of their membership from the Treasurer of AIOTA.
4. Any correspondence concerning membership enquiry should be referred to Hon. Treasurer.
5. Any change in address should be informed to Hon. Treasurer.

AIOTA membership Fees: [Rs. 100/- is the application fees]

Life Membership Fees	: Rs.5000/- + Rs. 100/-
Student Membership Fees	: Rs.700/- (two failures permitted)+ Rs.100/-
Associate Life Membership Fees	: Rs.6000/- + Rs. 100/-
Overseas life Membership Fees	: 250 USD (equivalent to INR)

All new Life Members shall be inducted at the General Body meeting as a new member of the Association. Only the Life Member of the AIOTA is permitted to suffix MAIOTA (Member of AIOTA) to their names.

BYELAW II: SUBSCRIPTIONS AND MEMBERSHIP POLICIES:

1. The life members are only entitled for voting rights.
2. Indian Journal of Occupational Therapy is published three times in a year and will be sent free to the Life Members, Student Members & Associate Life Members.
3. The Academic Council of Occupational Therapists registration certificate is awarded to the Life Members only.
4. It is essential to submit an attested copy of degree/diploma passing certificate for the Life Membership and furnish the certificate from Head of OT School/ Institution along with membership form for a student membership.

BYELAW III: FOR SUSPENSION OF MEMBERSHIP (ARTICLE 10, SECTION II)

1. Membership to the All India Occupational Therapists' Association may be suspended at any time by a majority vote of the General Body for malpractices or for misconduct unbecoming a member of the association.
2. Complaints or charges of this character against a member must be referred to the Executive Committee in writing and signed by the complainant. Notice of the charge shall be sent to the accused in writing and date set for hearing and defense for the same. The date shall not be less than thirty days after such notice.
3. Failure to be present at the trial without an excuse satisfactory to the Executive Committee shall be deemed to acknowledge of justice of charges.
4. Execution shall require a majority vote of the General Body. The disciplined member shall be notified of the General body's decision.
5. The Executive Committee may reopen such a case when in its opinion new and pertinent facts are available.

BYELAW NO. IV: FOR GENERAL BODY MEETINGS: (ARTICLE 4, SECTION II OF CONSTITUTION)

1. The Executive Committee shall decide the time and venue of the General Body Meetings.
2. General Body meetings of the association shall be called by the Secretary of the Association giving 15 days clear notice of the intention of holding the meeting to its members. In case the Secretary is out of function for some reasons, the President of the Association shall issue the notice of the General body meeting.
3. Only the life members of the Association are entitled to attend the General Body meeting.
4. The President of the Association shall be the Chairman of the general body meeting and shall lay down rules for conduction of the meeting.
5. The Secretary shall call the Roll Call. At the general body meeting, 25 or one tenth of the members on role which ever is less shall form a quorum. In case the quorum is not full, the meeting may be adjourned by the President and called again to meet after 10 minutes in which case no quorum shall be required.

6. The members of the Association should inform the Secretary of the Association, two months before the general body meeting, of his intention to bring a resolution as a member. The said resolution can be considered in the general body meeting if approved by the Executive Committee.

BYELAW V: OFFICE BEARERS OF THE ASSOCIATION (ARTICLE 6)

1. Only life members who are citizens of India and who have not discredited the association or any member intentionally or unintentionally which may be decided by the majority vote existing in the office bearers and the Executive committee members as per procedures laid down by the Association before the final election.
2. The general body may appoint an out going retiring President as President Emeritus in appreciation of his/ her outstanding contribution in the field of Occupational Therapy.
3. The President shall preside at all meetings of the Association, & shall be the Chairman of the Executive Committee and Ex Officio member of the Committee. He/ She shall have the power to sign all written obligations of the associations and to appoint Chairman and members of all Committee and Sub-committees of the association.
4. Immediate past President, Vice President, Secretary or Treasurer shall be the Ex officio member of the newly elected Executive Committee.
5. The Vice President shall discharge the duties of the President in case of his/her absence or during a vacancy in the office and shall assist the President in the work of the Association.
6. The Secretary shall keep the records of meetings, attendance at meetings and send out notice of the meetings of the Association and record the minutes thereof and all other duties as usual.
7. The treasurer shall keep the records of membership, under the direction of Executive committee, shall direct and be responsible for the collection of all dues and for keeping the accounts of the Association and for disbursing the funds. The treasurer shall be member of all sub or special committees where financial matters are concerned and have charge of the accounts of the same. He/ She shall report at the annual meeting and submit a financial statement properly audited.

BYELAW VI: EXECUTIVE COMMITTEE (ARTICLE 4 SECTION I)

1. The work and the management of the association shall be entrusted in and carried out by an Executive Committee consisting of the four office bearers and four elected members from the list and two co-opted executive committee members of the association.
2. The Executive Committee shall conduct the affairs of the association in accordance with the aims and objectives of the association.
3. The Executive Committee shall direct the collection, disbursement and custody of the funds.
4. The Executive Committee is empowered to employ such persons and make such expenditures within available resources as may be required to complete or carry out the aims & objectives of the association.

5. The Executive Committee shall have the power to create such standing and special committee as it may deem advisable to frame such by-laws as it considers appropriate for the management of the association.
6. In the event of any vacancy occurring in the Executive Committee or among the Office Bearers, the Executive Committee shall fill up such a vacancy and the nomination so made, shall continue enforce till the next meeting of general body.
7. The Executive Committee shall have the power to permit any special committee e.g.- Conference Committee, Branch Offices to open or close their own bank accounts for a short or long term as per the needs and the executive committee shall have the power to permit the transfer of assets between the special committee and/or branches (e.g.- Conference Committees assets to the branches).
8. The Executive Committee shall have powers from time to time, to make, repeal and amend any such by-laws and regulations which are inconsistent with the constitution and the objectives of the association, as the executive committee shall deem convenient for the proper conduct and management of the association or for regulation of the different activities of the association either generally or in particular reference to each or any activity of the association, or for any matters which in the opinion of the executive committee are required to be regulated by the by-laws and the same shall be binding upon the members until repealed.
9. The charge of the respective office shall be handed over to the officer elect at general body meeting of AIOTA.

BYELAW VII: ELECTIONS

1. Chairman Election Committee shall be appointed by the General Body who shall then propose two members for his /her committee. After that obtaining proposed member's consent to become the member of the committee of AIOTA.
2. The President shall be Ex officio member of election committee.

President	:1 post
Vice President	:1 post
Hon. Secretary	:1 post
Hon. Treasurer	:1 post
Executive Committee Members	:4 posts(elected)
	:2 posts (Co-opted)
3. All life members shall only be eligible for voting.
4. The final voters list along with the correct recent address with association shall be supplied to the election committee before 7th July of the election year by the treasurer.
5. Names of those who have enrolled as life members before 1st July of the election year shall only be included in the voters list.
6. An additional voters list shall be sent to all the voters before 1st August of the election year with a N.E. mark against the names of members who have not completed 3 years of membership with AIOTA (indicating Not Eligible to contest).

7. The nomination form shall be returned to election committee on or before 20th August along with the consent of the person nominated for the respective post/posts. Self nomination is allowed.
8. List of the valid nominations shall be sent to the persons nominated before 15th September of the election year.
9. The final consent of the persons only for one post, shall be received by the election committee on or before 1st October, along with demand draft of Rupees 1000/- as a deposit in favor of All India Occupational Therapists' Association and addressed to Treasurer of AIOTA.
10. Non receipt of the final consent form along with the deposit before 1st October shall be treated as withdrawal.
11. The last date for receiving ballot paper by the Election Chairman shall be 20th November for inland members and 30th November for overseas members. Ballot papers received after due date shall be treated as invalid.
12. No deposit shall be refunded to those who secure less than 15% of the valid votes.
13. The above mentioned dates for election can be modified by the Chairman Election Committee in case of any emergent problem.
14. Election Chairman shall send all the communication under certificate of Posting (UCP).
15. All election matters shall be treated as confidential.
16. The ballot paper shall be marked by the election committee to avoid tampering and shall be numbered to prevent preparations of haste ballot papers.
17. Election chairman shall send specially prepared self addressed envelopes with adequate postage affixed along with the ballot papers to the voters. Voters have to return ballot papers duly filled in envelop provided by the election Chairman.
18. The result of the election shall be announced by the Election Committee Chairman, after due counting at the general body meeting. Incomplete, tampered or wrongly filled ballot papers shall be considered invalid.
19. If there is no candidate for a post/posts for any reason, whatsoever the election of the post/posts shall be held at the time of the general body meeting by a secret ballot paper.
20. Member of AIOTA who had completed a minimum of 3 years of uninterrupted regular membership on/or before 1st July of election year can contest for the post of Executive Member and who have served as EC member for a term can only contest for the post of office bearer i.e. President, Vice President, Secretary and Treasurer.
21. Only those members can contest whose Membership has not been withheld/suspended, and there here been no disciplinary proceedings against the member due to any reason.
22. Those who are eligible to contest may nominate him/ her, but for one post only.
23. Regarding the election matters, the decisions of the GB shall be final.

BYELAW VIII: OFFICIAL PUBLICATIONS

1. The President shall be the editor of the IJOT and other official publications of AIOTA.

2. The Executive committee shall appoint the Associate Editor, Managing Editor and the Associate Managing Editor and members of the editorial board (consulting editors) to manage the work in regard to the publication of IJOT.
3. The subscription for the IJOT shall be Rs.350/- per issue in India and Rs.1000/- for three issues (annual) and US \$40 or equivalent (US\$ 100 annual) for overseas.
4. There shall be three issues of the IJOT in a year and one issue of News letter.
5. The issue shall be posted to overseas members/ subscribers by sea-mail. Member/subscriber can avail the same by air mail on additional payment of 1 USD per year.

BYELAW IX: STATE BRANCHES AND CITY BRANCHES

1. The Executive Committee may approve the setting up of state branches, in any of the state of India with 10 or more life members. The state branch shall work under the direction and control of the Executive committee in regard to its affairs and management.
2. A state branch can be formed if there are minimum 10 members in the state.
3. A city branch can be formed if there are minimum 5 members in the city.
4. The state and city branches can be formed only after getting approval of the Executive Committee.
5. The President at his discretion may appoint a convener from the City or State branches or he may call for an election of a convener from amongst the members.
6. The City and State branches shall run their day to day affair as per the guidance of the office bearer of the association.
7. Only life members of AIOTA can become a member of the State or City branches of the AIOTA.
8. The State or City branches must follow directives failing which the branch is liable to be derecognized by the Executive committee of the AIOTA.
9. The name of the branch shall always have the words "The----- Branch of AIOTA"
10. There shall be 4 members of the Executive body of the branch as follows:

Convener	:	One
Co-convener/ Treasurer	:	One
Executive member	:	Minimum two
11. The branch is responsible to scrutinize the membership status of a member with AIOTA before enrolling him/her as a member of a branch.
12. The academic activities of the branches, seminars, workshops shall always be conducted with the prior permission of the President of AIOTA.
13. Any certificate issued by the branches shall always bear the signature of the President AIOTA.
14. The Branch must obtain the approval of the executive of AIOTA before bringing out any publication in the name of the branch.
15. Quarterly report should be sent to the Secretary of the AIOTA.
16. List of the members should be sent to the Secretary, AIOTA.

BYELAW X: A.C.O.T.

1. Academic Council of Occupational Therapy shall be permanent independent body of which the President of AIOTA shall always be the Executive Chairman.
2. This body shall transect all the members regarding the maintenance of the standards of education and training in this field, to promote research in the areas of interest, to maintain the ethics of the profession, to advance the practice and to regulate private practice.
3. The Academic Council of Occupational Therapy shall act as a permanent advisory body to the association.
4. Objectives:
 - a) To maintain minimum academic standards in Occupational Therapy profession in India.
 - b) To promote academic progress of Occupational Therapy through higher education and research.
 - c) All other objectives of education and standard committee.

Functions:

- a) To scrutinize and recommend fellowship awards.
- b) To organize and conduct academic courses.
- c) To give opinion on the academic matters referred by AIOTA.
- d) To maintain the register of fellows of council.
- e) It is responsible for accreditation of the new schools and periodical reviewing old schools as per directives of WFOT. No retrospective recognition will be given to new schools.

5. Structure of Council:

The council will consist of following:

- | | |
|---|--------|
| a) Executive Chairman | : One |
| b) Dean of Faculty of Academic Council of AIOTA | : One |
| c) Executive members of the Council | : Four |

Rest of the Fellow members will be called Fellows.

6. Procedure to be followed to become a Fellow:

A member of AIOTA who fulfills the following Criteria will have to apply to the Dean of the Faculty of Academic Council of Occupational Therapy on the prescribed form along with the registration fees of Rs.1500/-.

Council will scrutinize the application of the person and on establishing, the eligibility to become Fellow, recommend his/her name to the Executive Chairman of the Council. The decision of the council is mandatory to the Executive members of the AIOTA for its execution. The Fellow will be honored as a Fellow of the Academic Council of Occupational Therapy of AIOTA at a conference or general body and shall be awarded a certificate and a FACOT shield.

7. Eligibility: The applicant must fulfill all criteria mentioned below.

- a) If he/she is a member of AIOTA for not less than 20 years.
 - OR
 - a) If he/she Master in Occupational Therapy and a member of AIOTA for not less than 15 years.
 - b) He/She should have at least five publications, in text book or in Indexed journals.
8. Executive Chairman:
He/She should be the elected President of AIOTA for the term. Immediately after declaration of election of President he/she will be eligible for the award of Fellowship.
 9. The Fellowship should be conferred upon him/her by the Past President. He/She will execute the decisions of the Council.
 10. Executive of the council shall consist of five posts as follows:
 - a) Dean : The tenure of this post shall be for four years. There shall be only one post. He/ She shall be elected from among the Fellow Members of the Council.
 11. Only the Fellow of the Academic Council shall be entitled to suffix FACOT to their names.
 12. Academic Council shall confer the Certificate of registration to life members of AIOTA.
 13. ACOT number shall be quoted as registration number.
 14. The names of those who are registered with ACOT shall be published in Gazette in the month of August of that year. Registration shall be cancelled by ACOT if, a member is found practicing against the ethics and discipline of AIOTA as laid down in constitution.

BYELAW XI: (ARTICLE X SECTION II)

A Code of Ethics for Occupational Therapists-

Members of the association shall work on the basis of first contact/referral and shall observe following code of ethics.

i. Responsibility to the Patient

- a) In accepting his/her charge of responsibility for the Physical and Mental wellbeing of the patient, the Occupational Therapists should at all time strive to give treatment of the highest level of professional skill.
- b) The Occupational Therapists must respect information of a confidential nature regarding the patient and should discuss only pertaining facts with other professional persons involved in the treatment program.

ii. Responsibility to Professional Colleague

The Occupational Therapist must show concern for loyalty to those practicing the same or other Professional skills, recognizing that only by achieving and fostering mutual respect and understanding can the greatest service be rendered to the patient.

iii. Responsibility to the Employer

The Occupational Therapist should be responsible to his employing Institution and should assist in interpretation of its functions with in the community. He/She must accept his/her proper share of responsibility to the Organization and administration to the department to which he/she is appointed.

iv. Responsibility for Profession of Occupational Therapy

The Occupational Therapist must recognize his/her responsibilities in contribution to the growth and development of his/her profession through the exchange of information, raising of treatment and educational standards and improving conditions or employment by supporting his/her professional organizations at the local, national and International Levels.

v. Responsibility in the Community

The Occupational Therapist should promote information and understanding relative to the function and procedures of Occupational Therapy. He/ She should at al times recognize the fact that, in the eyes of the public, the attitude and philosophy he/she presents, portrays the profession.

BYELAW XII: AMENDMENTS TO THE CONDITIONS

1. A constitution may be amended by 2/3rd Vote at any annual GB meeting, if notice and proposed charges have been sent to each member of Association 15 days early with the approval of the Executive committee.
2. A certified copy of accepted amendment shall be printed in the following issue of the official publication and circulated to the members.

