

Manitoba Society of Occupational Therapists By-laws

ARTICLE 1: NAME and OFFICE

1.1 NAME

This organization shall be known as the Manitoba Society of Occupational Therapists (herein referred to as “the Society”).

1.2 OFFICE

The head office of the Society shall be located within the City of Winnipeg. Branches of the Society may be organized and established in other areas of the province provided the members of any proposed Branch satisfy the criteria of membership in the Society and provided that the proposed Branch shall adopt the by-laws of the Society.

ARTICLE 2: MISSION

The mission of the Society shall be:

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

ARTICLE 3: MEMBERSHIP

3.1 CATEGORIES OF MEMBERS

- A. Active Member
- B. Life Member
- C. Out of Province Member
- D. Student Member
- E. Associate Member
- F. Affiliate Member

3.2 APPLICATION OF THE BY-LAW

1. Any person who was a member when the by-law became effective shall continue to be a member by continuous payment of prescribed fees, even if the person does not otherwise fulfil the membership criteria in the by-laws.
2. All memberships are renewable annually.

3.3 MEMBERSHIP CRITERIA

A. Active Membership

- i. Applications shall be reviewed and membership granted by the Manitoba Society of Occupational Therapists when the applicant is a graduate from an occupational therapy educational program in Canada accredited by the Canadian Association of Occupational Therapists (CAOT) or from a non Canadian occupational therapy

educational program recognized by the World Federation of Occupational Therapists (WFOT).

- ii. Applications which do not meet the criteria for Active Membership shall be referred to the MSOT Coordinator of Member Services.

B. Life Membership

Life membership will be awarded following nomination and may be granted by the Executive Committee of the Society. To be considered for Life Membership, a nominee must satisfy the following criteria.

- i. Holds current Active Membership, and has 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. Out of Province Membership

Out of Province membership may be granted to an Occupational Therapist or an Occupational Therapy Student when the following criteria are met:

- i. Applications shall be reviewed and membership granted by the Manitoba Society of Occupational Therapists when the applicant is a graduate and or student from an occupational therapy educational program in Canada accredited by the Canadian Association of Occupational Therapists (CAOT) or from a non Canadian occupational therapy educational program recognized by the World Federation of Occupational Therapists (WFOT).
- ii. Applications which do not meet the criteria for Out of Province Membership shall be referred to the MSOT Coordinator of Member Services.
- iii. Not a resident of the province of Manitoba

D. Student Membership

Student membership may be granted to:

- i. Students at the University of Manitoba School of Medical Rehabilitation enrolled in the entry-level occupational therapy program.

E. Associate Membership

Associate membership may be granted to:

- i. An Individual who previously has been an active member of the Society but who has now retired from practice.
- ii. Applications which do not meet the criteria for Associate Membership shall be referred to the MSOT Coordinator of Member Services.

F. Affiliate Membership

Affiliate membership may be granted to:

- i. Individuals who work in a role of assisting occupational therapists in their practice.
- ii. Groups, organizations, or individuals that have an interest in the profession of occupational therapy according to the terms and conditions determined from time to time by the Executive.
- iii. Applications which do not meet the criteria for Affiliate Membership shall be referred to the MSOT Coordinator of Member Services.

3.4 MAINTENANCE OF MEMBERSHIP

- A. Active membership
Active members shall pay annual membership dues and will support the objectives of the Society.
- B. Life Membership
Life members shall pay no annual membership dues and will have all the rights and privileges of active membership. Life membership will continue for the life of the member.
- C. Out of Province Membership
Out of Province members shall pay annual membership dues and will support the objectives of the Society.
- D. Student Membership
Student members shall pay no annual membership dues and will support the objectives of the Society.
- E. Associate Membership
Associate members shall pay annual membership dues and shall support the objectives of the Society.
- F. Affiliate Membership
Affiliate members shall pay annual membership dues and shall support the objectives of the Society.

3.5 RIGHTS OF MEMBERSHIP

- A. Active Members.
 - i. may attend meetings of members, and shall be entitled to vote.
 - ii. may hold office in the Society
 - iii. are eligible to serve on committees of the Society, and vote as committee members.
- B. Life Members.
 - i. may attend meetings of the members, and shall be entitled to vote
 - ii. may hold office in the Society
 - iii. are eligible to serve on committees of the Society, and vote as committee members.
- C. Out of Province Members.
 - i. may attend meetings of the members, and shall be non-voting members.
 - ii. may not hold office in the Society
 - iii. are eligible to serve on committees of the Society, and vote as committee members.
- D. Student Members
 - i. may attend meetings of the members, and shall be non-voting members.
 - ii. are eligible to serve on committees of the Society, and vote as committee members.
 - iii. are members of MSOT for the duration of the academic year (September to June).
 - iv. shall elect a representative from the O.T. student body, who may attend Executive Committee meetings but may not hold office or vote.
- E. Associate Members.

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

3.6 CESSATION OF MEMBERSHIP

1. Membership privileges shall be suspended automatically if dues are not paid, within 30 days of the due date.
2. Any member may withdraw from the Society by sending a letter of resignation to the Society office.
3. Members may be suspended or have their rights and privileges of membership in the Society terminated in accordance with conduct procedures established from time to time by the Executive Committee.
4. In the event of termination of membership, there shall be no refund of fees for the current year.

ARTICLE 4: OFFICERS

4.1 OFFICERS

The officers of the Society shall consist of:

President
 Vice-President
 President Elect
 Secretary
 Treasurer
 Co-ordinator of Member Services
 Co-ordinator- Professional Advocacy/Current Affairs
 Co-ordinator of Special Events

4.2 TERMS OF OFFICE

- A. President
 The president shall hold office for two years or until succeeded. A president may not serve more than two consecutive terms.
- B. Vice-President
 A member of the Executive Committee shall be appointed as the Vice-President each year. The appointment shall be made by the Executive Committee at their first meeting following the Annual General Meeting and the Vice-President shall serve in this capacity until the adjournment of the next Annual General Meeting.
- C. President Elect
 The President Elect shall be elected every second year at the Annual General Meeting and shall hold office for one year. On completion of the term the President Elect shall automatically assume the office of President, to take effect at the adjournment of the Annual General Meeting.
- D. Secretary, Treasurer, Co-ordinator of Member Services, Co-ordinator of Professional Advocacy/Current Affairs, Co-ordinator of Special Events

These officers shall hold office for a term of two years or until a successor is elected.
They may not serve more than two consecutive terms.

4.3 DUTIES OF THE OFFICERS

- A. The President shall:
- i. preside at all meetings of the Society and be an ex-officio member of all committees.
 - ii. be responsible for the management of the Society and ensure that all orders and resolutions of the Society are carried into effect.
 - iii. authenticate with his/her signature all necessary records, documents, cheques and financial records.
 - iv. ensure that all members of the Executive Committee perform their duties.
 - v. relay information from important correspondence at meetings.
 - vi. submit a written report to the Annual General Meeting.
 - vii. perform other duties as assigned.
 - viii. call a meeting of the Executive not later than 6 weeks following the Annual General Meeting.
 - ix. be responsible for the annual renewal of the Society's Provincial Charter.
- B. The Vice-President or President Elect shall:
- i. assist the President in the performance of her/his duties.
 - ii. act in the absence of the President.
 - iii. familiarize him/herself with the business of the Society.
 - iv. assume the responsibility of the President's office until the President Elect can be installed or a new President can be elected in the event that the President is unable to complete her/his full term.
 - v. perform other duties as required.
- C. The Secretary shall:
- i. keep accurate minutes of all the meetings of the Society.
 - ii. issue notice of all Executive Committee Meetings to Executive members and ensure that all members are notified of general meetings.
 - iii. circulate minutes of all general meetings.
 - iv. preserve all documents of the organization except those specifically assigned to others.
 - v. provide the Chairperson of each committee with all papers and instructions intended for that committee.
 - vi. bring to each meeting a copy of the Constitution, By-Laws and the Standing Rules of the organization, together with a list of members of all standing and ad-hoc committees.
 - vii. maintain a roll call of members and call it when necessary.
 - viii. pass documents of archival significance on to the Archives Committee.
 - ix. maintain a mailing list of all Executive officers and committee members.
 - x. conduct all correspondence of the Society.
 - xi. send copies of the minutes of Executive Committee and General Membership meetings to CAOT.
 - xii. perform other duties as assigned.
- D. The Treasurer shall:
- i. receive and disburse monies on behalf of the Society.
 - ii. co-sign all cheques with the President and/or Vice President and/or President Elect.
 - iii. be responsible for any securities belonging to the Society.
 - iv. prepare the annual financial statement of the Society, which shall be duly audited prior to presentation at the Annual General Meeting.
 - v. attend Executive Committee and General Meetings or send a delegate and provide a Treasurer's report.

- vi. prepare a yearly budget with the assistance of the Executive Committee to be presented to the membership at the Annual General Meeting.
 - vii. be responsible for filing such documents as may be necessary with Revenue Canada.
 - viii. engage the auditor.
 - ix. prepare individual budgets for officers and standing committees with the exception of MSOTRF Committee.
 - x. co-ordinate the fiscal arrangements for the use of Executive Officer and secretary's time for Society business.
 - xi. liaise with COTM with regard to expenses related to the Society office.
 - xii. perform other duties as assigned.
- E. The Co-ordinator of Member Services shall:
- i. assist in compiling and maintaining an up-to-date list of general membership with MSOT office staff.
 - ii. keep a record of all monies expended by Member Services.
 - iii. present a written report at the Annual General Meeting
 - iv. attend Executive Committee and General Meetings or send a delegate and provide a report on Member Services activities.
 - v. conduct a recruitment drive at the beginning of each registration year.
 - vi. maintain ongoing contacts with all facilities where occupational therapists are employed and recruit new members as occasions arise.
 - vii. co-ordinate membership renewal through joint venture with the College of Occupational Therapists of Manitoba (COTM).
 - viii. co-ordinate student occupational therapist membership drive.
 - ix. perform other duties as assigned.
- F. The Co-ordinator of Professional Advocacy/ Current Affairs shall:
- i. assist the President in the performance of his/her duties.
 - ii. present a written report at the Annual General Meeting.
 - iii. attend Executive Committee and General Meetings or send a delegate and provide a report on Professional Advocacy/Current Affairs activities.
 - iv. respond to requests from the Ministry of Health
 - v. facilitate responses to issues of professional importance with the assistance of members the Society
 - vi. participate in appropriate forums and committees relevant to healthcare issues.
 - vii. perform other duties as assigned.
- G. The Co-ordinator of Special Events shall:
- i. assist the executive and standing committees to plan events held by the society, such as the AGM, New Grads dinner, and special meetings with duties including booking venues, advertising, and organizing supplies needed at the event.
 - ii. keep a record of all monies expended for Special Events.
 - iii. present a written report at the Annual General Meeting.
 - iv. attend Executive Committee and General Meetings or send a delegate and provide a report on Special Events activities.
 - v. perform other duties as assigned.

ARTICLE 5: STANDING COMMITTEES

5.1. The standing committees shall be:

Professional Development
 Public Relations
 Nominating & Awards
 Communications

Research Fund

5.2. The Executive Committee shall appoint a chairperson and approve two or more members in good standing to these committees. Each committee so appointed shall abide by the terms of reference outlined by the Executive and shall report to the Executive Committee. Appointments to Standing Committee Chair positions will be ratified by the membership at the first general meeting following the appointment.

5.3. The Standing Committee Chairperson shall be appointed for a term of two years.

5.4. Duties

Standing Committee Chairperson shall:

- i. keep a record of all monies expended by the committee
- ii. present a written report at the Annual General Meeting
- iii. keep minutes of committee meetings
- iv. attend Executive Committee and General Meetings or send a delegate and provide reports on committee activities.
- v. upon retirement, pass onto their successor, all relevant material, no later than one month following the Annual General Meeting

ARTICLE 6: NOMINATIONS AND ELECTION PROCEDURE

6.1. Nominating & Awards Committee is a standing committee of the Executive

6.2. Duties & Procedures:

The Nominating & Awards committee shall:

- a) call for nominations by written announcement to all members at least one month prior to the Annual General meeting.
- b) obtain written consent of the nominees and ensure their eligibility.
- c) present a slate consisting of at least one candidate for each vacant office to the Annual General Meeting.
- d) accept nominations from the floor at the time of the Annual General Meeting prior to the elections.
- e) co-ordinate elections. Elections shall be by ballot. A majority vote shall elect.
- f) co-ordinate Society awards.

ARTICLE 7: EXECUTIVE COMMITTEE

7.1. The Executive Committee shall consist of:

- a) Officers
- b) CAOT Board Member
- c) Chairpersons of all standing committees

7.2. A quorum for Executive Committee meetings shall be one half of the members of the Executive Committee

7.3. Duties

The Executive Committee shall:

- a) hold not less than eight regular meetings per year
- b) hold special meetings at the call of the President or any four active members of the Society
- c) carry out routine affairs of the Society and recommend action to the membership on any other matters
- d) appoint a member to fill any vacancy of Officers or Standing Committee Chairperson with the exception of the office of President

- e) have the authority to spend any budgeted amounts and any other monies up to \$1,000 without authorization of the membership.
- 7.4. The President shall be the chairperson of the Executive Committee and may vote on all matters to be decided by the committee.

ARTICLE 8: C.A.O.T. BOARD MEMBER

- 8.1 The Board Member shall represent the Canadian Association of Occupational Therapists in Manitoba on the Board of Directors of CAOT.
- 8.2 The Board Member shall:
- a) discuss proposed CAOT Board motions as deemed appropriate with the Society's Executive Committee prior to each CAOT Board Meeting.
 - b) discuss with the Society's Executive Committee, the Provincial Report to be presented at the next CAOT Board Meeting.
 - c) report to the Executive Committee on relevant deliberations of each Board's Meeting of the CAOT.
 - d) keep a record and provide receipts for all expenditures for which the Society is responsible.
 - e) prepare a written report of relevant CAOT activities to be presented at the Society's Annual General Meeting

ARTICLE 9: AD HOC COMMITTEE

- 9.1 Ad Hoc Committees shall be appointed by the Membership at a general meeting or by the Executive Committee as required and terms of reference will be approved by the Executive.
- 9.2 When advisable, the Chairperson of these Committees shall attend Executive Committee Meetings.
- 9.3 Each Ad Hoc Committee shall report to the body that created it.
- 9.4 Duties
Each Ad Hoc Committee shall:
- a) keep record of all monies expended
 - b) forward written report to the Executive at the conclusion of Committee business
 - c) send copies of all correspondence and minutes to the Secretary.

ARTICLE 10: MEETINGS

- 10.1 Meetings of the membership shall be called General Meetings and shall be held at such times and places as the Executive determines.

General meetings shall include Annual General Meetings and Special General Meetings.

Special General Meetings may be called by the President or any four active members of the Society.

- 10.2 A written notice of all General Meetings shall be sent to the membership not less than fourteen (14) days prior to the date of such meetings.

The members of the Society will receive the written reports of the officers and standing committees of the Executive at the time of notice of the Annual General Meeting.

- 10.3 Any Active, Life, or Associate member in good standing who is present at a General Meeting shall be entitled to vote. Voting shall be by a show of voting cards, unless another method of voting is employed by the Chairperson. In the case of a tie, the Chairperson shall be entitled to a casting vote.
- 10.4 A quorum of 10% of members in good standing shall be necessary to conduct business.

ARTICLE 11: FINANCIAL POLICY

- 11.1 The fiscal year of the Society shall commence each year on the first day of March and end on the last day of February of the following year.
- 11.2 The dues payable by members of the Society shall be:
- a) fixed annually at the Annual General Meeting by a vote of the membership.
 - b) payable by a date established by the Executive
 - c) may be prorated, waived or reduced in specific cases at the discretion of the Executive.
- 11.3 The budget is determined annually by the treasurer in consultation with the President. Individual committee budgets are prepared, with the exception of MSOTRF Committee, which prepares its own budget.
- 11.4 An auditor shall be appointed each year at the Annual General Meeting of the Society.
- 11.5 Contracts with the MSOT Executive Officer and MSOT Administrative Assistant shall be renewed annually.
- 11.6 Non-budgetary expense limits shall be \$1,000 for associated projects of the Society and \$500.00 for donations and sponsorships per fiscal year.
- 11.7 The Executive may appoint or employ such agents, consultants, specialists, or employees as necessary to assist the Executive in the performance of its duties in accordance with these by-laws and shall establish duties and remuneration for these persons as necessary.

ARTICLE 12: PARLIAMENTARY AUTHORITY

Perry's *Call to Order*, latest edition, shall govern in all matters not covered by these by-laws.

ARTICLE 13: AMENDMENT OF THE BY-LAWS

These By-Laws may be amended at any regular general meeting of the Society by a two-thirds vote, provided that previous notice of the amendment has been submitted in writing at least fourteen days prior to the meeting.

ARTICLE 14: CORPORATE SEAL

- 14.1 The name of the Society shall not be used to endorse any publication or activity or action without approval from the Executive.

ARTICLE 15: 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 donated to support the SMR Endowment Fund at the University of Manitoba.

Amended October 2005

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Annual Fee Schedule (Effective June 1, 2006)

Registration Fee

Active Member	\$75.00
Life Member	(no fee)
Out of Province	\$40.00
Student Member	(no fee)
Associate Member	(half of Active Member fee)
Affiliate Member	(half of Active Member fee)

Refer to By-Laws for definitions of above categories of membership.