

BYLAWS FOR THE REGION 7 SOUTH OCCUPATIONAL THERAPY FORUM

ARTICLE I NAME, PURPOSE, AND PRINCIPAL OFFICE

Section 1. Name: The organization shall be called the REGION 7 SOUTH FORUM, Inc. (FKA Broward Occupational Therapy Forum (BOTF)).

Section 2. Purpose:

A. The purpose of REGION 7 SOUTH Forum shall be to advocate for, and represent, Florida-licensed occupational therapists and occupational therapy assistants in the designated region in order to preserve and advance the scope of occupational therapy practice, to ensure access to occupational therapy services, and to create a forum for continuing professional education.

B. REGION 7 SOUTH shall strive to be a region recognized by the Florida Occupational Therapy Association (“FOTA”) and the American Occupational Therapy Association (“AOTA”).

Section 3. Noninurement:

A. With the purpose of REGION 7 SOUTH devoted entirely to the advancement of the profession of occupational therapy, no part of its earnings shall inure to the use or benefit of any individual, except in reasonable compensation for services and payments in furtherance of the purposes of Region 7 South, as authorized by the Forum Executive Board.

B. REGION 7 SOUTH shall not engage in any activities which are not permitted under Section 501(c)(6) of the Internal Revenue Code.

Section 4. LOGO: The logo, which shall be in the form of an outline of the state of Florida with the region demarcated thereon the name of the Corporation (Region 7 South), and the words, “Region 7 South Occupational Therapy Forum.” The logo can be changed with approval of the Forum Executive Board.

Section 5. Principal Office: The Principal office of REGION 7 SOUTH in the State of Florida shall be determined by the Forum Executive Board.

Section 6. Publications: REGION 7 SOUTH may publish official publications, which shall be sent to licensed occupational therapy practitioners and shall also be available electronically on the website.

ARTICLE II
AMENDMENTS

Section 1. These Bylaws may be amended, rescinded, or superceded by recorded vote of the REGION 7 SOUTH Forum Board at any time.

1. Amendments may be proposed by any licensed practitioner in the Region.
2. The Forum Board shall create and authorize the Bylaws Committee to formulate proposed amendments.
3. The Forum Board shall review the draft prepared by the Bylaws Committee and recommend action to the membership.
4. The referendum shall be posted onto the website not less than 30 days before the vote is due; the due date shall be clearly identified.
5. The vote shall be determined by the majority (in case of multiple choices, the *plurality*) of the votes cast, provided at least 25% of the Forum Board shall have voted.
6. Amendments shall take effect at the start of the next fiscal year, unless otherwise specified.
7. The REGION 7 SOUTH Procedural Guide shall be updated to conform to any Bylaws amendments by the Bylaws Committee.

ARTICLE III
MEMBERSHIP

Section 1. Qualifications:

- A. Professional Member: An Occupational Therapist currently licensed by the State of Florida (“OT”) or an Occupational Therapy Assistant (“OTA”) currently licensed by the State of Florida residing or employed within the borders of REGION 7 SOUTH is a member of the Region 7 South. No membership dues are required.
- B. Auxiliary Members:
 - a. Individual: A person not eligible for membership due to licensure in any other classification who is interested in promoting occupational therapy and participating in REGION 7 SOUTH.
 - b. Organizational: Institutions or agencies interested in promoting occupational therapy.
 - c. Honorary: An individual who has made a significant contribution or given distinguished service to the profession. This individual may not be an OT or OTA.

Section 2. Rights and Privileges of Members

For all individual members:

1. May attend all REGION 7 SOUTH Meetings, Socials, and events.
2. May serve REGION 7 SOUTH according to specifications stated in these Bylaws and the Procedural Guide.
3. Shall receive REGION 7 SOUTH publications and access to information on the website.

Active Members:

1. Shall have the right to vote on REGION 7 SOUTH matters.
2. Shall have the right to hold office and chair committees.

Student Members:

1. Shall be eligible to hold office as Student SIS of the REGION 7 SOUTH Forum Board only.
2. Shall be eligible to serve as Student Representative to the Forum Board.
3. Shall not be eligible to vote on REGION 7 SOUTH issues.

ARTICLE IV **MEETINGS OF THE MEMBERSHIP**

Section 1. Notice of Meeting:

- A. REGION 7 SOUTH shall hold at least one business meeting a year, which shall be the “Annual Meeting” and others as needed and feasible.
- B. Notice shall be given to the membership listing location and dated at least 30 days preceding the Business Meeting.
- C. Any business whether on the agenda or not, may be taken up.

Section 2. Special Meetings: Special meetings of the members may be called by the Executive Officer or by three members of the Active Forum Board.

Section 3. Quorum and Action: A meeting of members of REGION 7 SOUTH duly called shall not be organized for the transaction of business unless a quorum is present. A quorum will be composed of the Executive Officer, Recorder, Treasurer and at least 1 other active Forum Board member.

ARTICLE V
CREATION OF NEW FORUMS

Section 1. Formation: Forums may be formed by impetus of local OT practitioners on a geographic basis. This article is intended as support for the creation of new forums in smaller areas within the REGION 7 SOUTH borders.

- A. Request for recognition as an additional forum in the region shall be addressed in writing to the Forum Executive Board. This petition shall be signed by at least 5 occupational therapy practitioners who wish to create the new forum.
- B. The Forum Board shall review such a petition and provide procedural support in the creation of the new FORUM. Financial support may also be provided as feasible.
- C. New forums will be named based on a geographic basis.
 - a. REGION 7 SOUTH is a recognized regional forum by FOTA, although not supported or linked to FOTA per FOTA bylaws.
 - b. REGION 7 SOUTH is the local regional forum for Miami-Dade, Broward, Palm Beach and Monroe counties.

ARTICLE VI
Region 7 South Forum Organization

Section 1. Membership: All REGION 7 SOUTH Forum Board members shall be members in good standing of FOTA, as well as a member of FOTA for the year prior to joining the Forum Board. A member shall belong to one region only.

Section 2. Forum Finances: These funds are REGION 7 SOUTH Forum (FKA Broward Occupational Therapy Forum BOTF) raised through fundraisers and continuing education offerings. The Forum has funds separate from FOTA.

Section 3. Forum Organization:

A. Officers:

- 1. The officers of the Forum shall be at least: an Executive Officer, a Recorder, and a Treasurer. The REGION 7 SOUTH Forum may have such other officers as determined by action of the members of the Forum.
- 2. Eligibility: A Professional member, OT or OTA, in good standing of FOTA shall be eligible for any office of the Forum.
- 3. Election: The officers of the Executive Forum Board shall be elected by the voting occupational therapists in the region by mail or electronic ballot. The calendar of rotation shall be maintained by the Executive Officer and will be included in the Procedural Guide of the forum.

4. Term of Office: All officers shall serve a two-year term. They shall be permitted to serve a maximum of two consecutive terms in the same office.
5. The elected officers and the Regional Representative shall compose the Executive Forum Board.
6. The Executive Officer may appoint committees and SIS chairs in response to interest and needs of the membership and Forum Board. Appointed officers are voting members of the Forum Board with the exception of student members.

B. Meetings:

1. Meetings of the Board and REGION 7 SOUTH shall be conducted in accordance with these bylaws.
2. REGION 7 SOUTH shall hold at least a minimum of six continuing education opportunities and one social meeting per year. One meeting or social will be called the Annual Meeting where business of the REGION 7 SOUTH will be discussed.

ARTICLE VII
OFFICERS

Section 1. Elected Officers of REGION 7 SOUTH shall be Executive Officer, Recorder and Treasurer.

Section 2. Election of Officers

- A. Election: The officers shall be elected by the voting membership in good standing by mail or electronic ballot.
- B. Rotation:
 1. Election of the Executive Officer and Recorder shall be in the same odd numbered year.
 2. Election of the Treasurer shall be in even numbered years.
 3. The calendar of rotation shall be maintained by the Executive Officer.

Section 3. Qualifications

- A. Candidates for office shall have been members in good standing of FOTA for at least one year before nomination.
- B. Candidates shall have been licensed by the State of Florida for at least one year and shall have been active in REGION 7 SOUTH business.
- C. Officers shall be members of FOTA and AOTA.
- D. Other qualifications for office may be determined by the Forum Board.

Section 4. Duties of Officers

A. General:

1. Officers shall serve in their respective capacities at Forum Board Meetings, and Executive Board REGION 7 SOUTH meetings.
2. Officers shall carry out the duties and procedures customary for their respective offices and as set forth in REGION 7 SOUTH's Procedural Guide.

B. Specific Duties:

1. Executive Officer of REGION 7 SOUTH.

- a. Shall have power to sign written obligations of Region 7 South.
- b. Shall appoint occupational therapy practitioners to vacant positions on the Forum Board, subject to the Forum Board's approval and other officials as provided in these Bylaws, subject to Forum Board's approval.
- c. Shall represent REGION 7 SOUTH, as appropriate.
- d. Shall serve on the Forum Board and Executive Board with voting privileges.
- e. Shall convene and preside over meetings of the Forum Board and Executive Board as needed.
- f. Shall act as liaison with the Regional Representative to the FOTA Board to ensure FOTA business is relayed to occupational therapy practitioners in the region.
- g. Shall review and audit the treasurer's report on a yearly basis, signing the annual budget with the treasurer.
- h. Shall assist the recorder in ensuring newsletter publication and website update.
- i. Shall ensure the functions of other Forum Board members are met.

2. Recorder of REGION 7 SOUTH.

- a. Shall be the custodian of REGION 7 SOUTH documents; shall maintain REGION 7 SOUTH records, minutes and correspondence.
- b. Shall submit reports and records to appropriate bodies.
- c. Shall maintain a roster of REGION 7 SOUTH officers, commissions, and committees, their Chairs and members.
- d. Shall provide a record of Forum Board's actions and update the Procedural Guide as required.
- e. Shall be responsible for contacting individuals who have agreed to provide continuing education for the Forum to collect information needed to publish the newsletter.
- f. Shall be responsible for organizing the newsletter publication.

- g. The newsletter will be sent no less than three times per year.
- h. Shall be responsible for ensuring the newsletter, meeting minutes and reports are posted to the website in a timely manner.
- i. Shall serve on the Forum Board and Executive Board with voting privileges.
- j. Shall perform such other duties as from time to time may be assigned to him or her by the Executive officer or by the Forum Board.

3. Treasurer of REGION 7 SOUTH.

- a. Shall instruct and supervise the Forum Board on accounting procedures, and shall require regular reports from them, to be included in REGION 7 SOUTH accounts. The Treasurer shall be accountable for all funds disbursed to and returned from REGION 7 SOUTH.
- b. Shall pay bills on authorization under current budget allotment.
- c. Shall have power to sign written obligations of REGION 7 SOUTH.
- d. Shall make REGION 7 SOUTH books available for an audit at the end of each fiscal year.
- e. Shall submit a budget to the Forum Board for approval before each fiscal year.
- f. Shall serve on the Forum Board and Executive Board with voting privileges.
- g. Shall perform such other duties as from time to time may be assigned to him or her by the Executive Officer or by the Forum Board.

Section 5. Vacancies

- A. In case of vacancy in the office of Recorder or Treasurer, the Executive Officer shall appoint, subject to approval by the Forum Board, a replacement within 30 days, who shall serve until the next annual election.
- B. In case of simultaneous vacancy in the office of the Executive Officer and Recorder, the Treasurer elected to serve on the Executive Forum Board shall become Executive Officer pro-tempore until the next annual election.

Bylaws modified from the Pennsylvania Occupational Therapy Association
Revised and amended: approved by Forum Board 6/2003.
Revised and amended: approved by Forum Board 8/2007.