

**ASIAN/ PACIFIC HERITAGE OCCUPATIONAL THERAPY ASSOCIATION**  
**By-Laws**

**Article I: Title, Mission and Purpose**

Section 1.

The Name of the organization shall be Association of Asian/Pacific Occupational Therapists in America

Section 2.

The mission of the Asian/ Pacific Heritage Occupational Therapy Association is:

- to advance a greater understanding of Asian/Pacific cultural issues affecting occupational therapy practice, and
- to support career opportunities and advancements in occupational therapy by people of Asian/Pacific heritage.

Section 3.

The purpose of the organization shall be:

- Serve as a liaison between occupational therapy practitioners with concerns about Asian/Pacific cultural issues affecting occupational therapy practice and the American Occupational Therapy Association
- Promote scholarly activities and research on Asian/Pacific cultural issues affecting occupational therapy practice
- Identify and work to achieve common goals and needs.
- Promote and support learning and scholarship.
- Support Occupational therapy practitioners emigrating from Asian/Pacific countries with transition and integration into the North American occupational therapy practice.
- Promote occupational therapy educational and scholarly exchange among respective Asian/Pacific countries and North America.

**Article II: Membership**

Section 1.

The membership is defined by the payment of dues. The Executive Board of the Association shall determine the amount of membership dues

Section 2.

Membership is open to all occupational therapists, occupational therapy assistants and occupational therapy students who support the mission and purpose of the Association

Section 3.

A voting member is one who has paid dues for that year.

Section 4.

Associate member is one who has paid dues for that year and is supportive of the mission and purpose of the Association

Section 5.

A record of the membership will be maintained by the Membership Chairperson and may be used for distribution with written consent of the members

**Article III: Officers and Executive Board**

Section 1.

The purpose of the Executive Board is to coordinate and facilitate the activities of the Association through regional chapters and to direct the internal activities with other groups and individuals in the Association

Section 2.

The Executive Board shall consist of President, Vice President, Secretary, Treasurer and Membership Chair and four Regional Executive Board members.

Section 3.

The Executive Board members shall be elected by the voting members from the membership and shall serve for two years on a staggering basis among the membership of the board.

President (elected in even number years)

Vice President (elected in odd number years)

Secretary (elected in odd number years)

Treasurer (elected in even number years)

Membership chair (elected in odd number years)

Executive Board members shall be elected by the regional membership (2 elected in odd number years and 2 elected in even number years).

Section 4.

Should a vacancy occurs during the term of a member the President shall appoint a replacement

Section 5.

Executive Board members shall be voting members of the Association

Section 6.

The Officers of the association shall mean the President, Vice President, Secretary and Treasurer. The Officers shall have the overall responsibility to coordinate all association activities and to execute decisions requiring urgent action.

**Article IV: Meetings**

Section 1.

Executive Board shall meet through conference calls and during an annual meeting in conjunction with AOTA annual conferences

Section 2.

Agenda items shall be submitted to the secretary, three weeks prior to the scheduled meeting date.

Section 3.

A quorum shall consist of 1/3 of the members of the Executive Board for board meetings.

**Article V: Local/Regional Chapters**

Section 1.

Members of the Association may organize locally to promote the mission and purpose of the Association.

Section 2.

The officers of the local/regional chapters shall be responsible for coordinating and consulting with the executive board

**Article VI: Nomination and Election**

Section 1.

The Membership Chair will be responsible for soliciting nominations and conducting election

Section 2.

Nominees shall be voting members of the Association

Section 3.

The voting members shall elect the Executive board whose term expire.

**Article VII: Standing Rules**

Section 1.

In addition to the by-laws the Association shall be governed by standing rules adopted by the Executive Board.

**Article VIII: Amendments**

Section 1.

Amendments to the by-laws shall be submitted in writing to the Executive Board and shall be voted upon by the membership at the annual meeting.