

**CONSTITUTION OF
TRINIDAD AND TOBAGO OCCUPATIONAL THERAPY ASSOCIATION
(TTOTA)**

ARTICLE 1 NAME

This organization shall be called the Trinidad and Tobago Occupational Therapy Association. (TTOTA)

ARTICLE 2 PURPOSE

Mission Statement: The T&T OT Association exists to support member practitioners, represent their interests and those of their service users by influencing national policy, developing the workforce, leading innovation in occupational therapy practice and research, and promoting the importance of occupation as a route to and outcome of health and wellbeing.

The objectives of this association shall be:

- 2.1 To act as the official organization for the promotion of Occupational Therapy in Trinidad and Tobago.
- 2.2 To promote occupational therapy by increasing awareness of Occupational Therapy in governmental and non-governmental organizations.
- 2.3 To promote co-operation among Occupational Therapists and to liaise with other related professional bodies and governmental organizations in Trinidad and Tobago and worldwide.
- 2.4 To maintain the ethics of the profession and to advance the practice and standards of Occupational Therapy in Trinidad and Tobago.
- 2.5 To establish and promote Occupational Therapy training programmes in Trinidad and Tobago at assistant, basic, and post graduate levels, and to provide continuing education.
- 2.6 To advocate for and assist in recruitment of Occupational Therapists to fill employment vacancies in public and private sectors in all practice areas.
- 2.7 To maintain a registry of members.
- 2.8 To facilitate the exchange of information and publications between Occupational Therapist and other related professional bodies and governmental bodies and to promote research in Occupational Therapy.
- 2.9 To be involved in matters where Occupational Therapy expertise can contribute to policy making in general preventative, curative and rehabilitative health matters in the private and public sectors in Trinidad and Tobago.
- 2.10 To raise funds through legal means to further the development of the profession.

ARTICLE 3 MEMBERSHIP

- 3.1 Membership of the association shall include the following classes:
- 3.1.1 *Ordinary Membership* –
Full time or part-time Occupational Therapists.
 - 3.1.2 *Honourary Membership* –
The executive council may appoint by two thirds of the votes at a general meeting or by mail ballot any person or persons who have rendered outstanding service to the Association or to Occupational Therapy in Trinidad and Tobago; or who have made some notable contribution to the health or welfare of humanity. Persons consenting to be honourary members who are not registered shall not participate in the administration of the Association.
 - 3.1.3 *Associate Membership* –
Students, Assistants, Support Workers, Overseas and non-practicing Occupational Therapists interested in Occupational Therapy are eligible to be Associate members.
- 3.2 All members are entitled to attend open meetings of the Association and to receive Association reports.
- 3.3 Ordinary members are eligible for election to Executive offices and for appointment to committees of the Association.

ARTICLE 4 OFFICERS

- 4.1 The Association shall have the following officers:
- 1. President
 - 2. Vice President
 - 3. Honourary Secretary
 - 4. Honourary Treasurer
 - 5. Floor member/Personal Relations Officer (PRO) elected by the President
- 4.2 All officers of the Association shall be elected members in good standing of the Association.
- 4.3 All officers will serve for a term of one year and will be eligible for immediate re-election in the same position for a further one year term.
- 4.4 Officers whose term of office expires prior to the election of a successor shall continue to hold office until the termination of the next Executive.

ARTICLE 5 EXECUTIVE COMMITTEE

- 5.1 The Executive Committee shall consist of the President, the Vice President, the Honourary Secretary, the Honourary Treasurer and the Floor Member/PRO. Any three constitutes a quorum.

- 5.2 The Executive Committee shall direct the affairs of the Association.
- 5.3 The Executive Committee shall appoint sub-committees as they see fit.
- 5.4 When a vacancy in office occurs, the Executive Committee shall subject to availability nominate and select a new member to hold that office until the next annual general meeting.

ARTICLE 6 FUNCTIONS OF THE OFFICERS

- 6.1 The President, who shall be Chairman of the Executive Committee, shall preside at all the meetings and shall be an ex-officio member of any sub-committee.
- 6.2 The Vice President shall assist the President in the performance of his duties and shall preside in the absence or at the request of the President. In the absence of the Vice President the Honourary Secretary shall preside.
- 6.3 The Honourary Secretary and Honourary Treasurer shall be responsible for carrying out duties delegated to them by the President.
- 6.4 The Floor Member/PRO shall be responsible for carrying out duties delegated by the President.

ARTICLE 7 COMMITTEES

- 7.1 The Executive Committee may from time to time by Standing Order establish standing committees as it deems advisable and may in the same way define the powers and duties of such committees. Any committee may be abolished by resolution of the Executive Committee at any time.
- 7.2 The Executive Committee may from time to time establish special committees and define the powers and duties of each such committee.
- 7.3 The Executive Committee shall name the Chairman and members of any special committee.
- 7.4 A special committee shall exist for the period mentioned in the resolution establishing it provided, however, that such period may be extended by the Executive Committee from time to time.

ARTICLE 8 GENERAL MEETING

- 8.1 A general meeting of the Association shall be held if possible once every year and all members and any other qualified Occupational Therapists shall be entitled to attend.
- 8.2 The general meeting will:
 - 8.2.1 Receive a report from the Executive Committee.

- 8.2.2 Receive a report from the Honourary Treasurer with the latest audited financial statement available.
- 8.2.3 Discuss any other business
- 8.3 A quorum shall be one third of members.
- 8.4 Voting at a general meeting shall be by simple majority by a show of hands except when voting for officers of the Association which shall be done by secret ballot.

ARTICLE 9 FINANCES

- 9.1 The amount of the dues shall be established by the Executive Committee.
- 9.2 Dues shall be payable in advance of the date of the calendar year.
- 9.3 Ordinary members who have not paid their dues shall receive a second notice after two months and may be dropped from membership after a further three months if dues are not paid.
- 9.4 Contributions, grants, bequests and endowments or their proceeds may be received, held and used for the purposes of the Association as determined by the Executive Committee.
- 9.5 The Association is in no way financially responsible for the expenses of individual officers. The Association may make such contribution to the expense of other persons as may be determined from time to time by the Standing Order of the Association.

ARTICLE 10 TERMINATION OF MEMBERSHIP

- 10.1 A member suspected of unethical action or of failing to maintain professional standards, or convicted by any court of law of a criminal offence, may be required to explain his action to the Executive Committee and after investigation, if warranted, the Executive Committee may terminate membership.
- 10.2 A member how fails to pay annual dues or any special assessment within the time limit set by the Executive Committee may have membership terminated by the Executive Committee.
- 10.3 Any member has the right to withdraw from membership of the Association. Upon receipt of a written and signed submission from the member, the Honourary Secretary shall remove the member's name from the current membership list of the Association.
- 10.4 In cases of withdrawal of membership, there shall be no refund of fees paid for the current year.

ARTICLE 11 AMENDMENTS

- 11.1 The Constitution and By-Laws may be amended by a resolution of the Executive Committee confirmed by a majority vote of the membership present at any properly

constituted meeting, provided that notice of the proposed amendment has been received in writing by members at least four weeks prior to the meeting at which the resolution is to be proposed.

ARTICLE 12 DISSOLUTION

- 12.1 The Association shall be dissolved on a resolution of the Executive Committee confirmed by a majority vote of the members present at a general meeting, provided that notice of the proposed dissolution has been received in writing by members at least three months prior to the meeting at which the resolution for the dissolution is proposed.
- 12.2 In the case of dissolution, all the Association's assets shall be transferred to a similar organization or a charity, as determined by the Association.
- 12.3 The Association's liabilities are not the personal responsibility of individual members or officers.

BY-LAWS OF THE ASSOCIATION

ARTICLE 1 MEMBERSHIP

1.1 Membership in the Association shall include the following classes of members:

1. Ordinary member
2. Honourary member
3. Associate member

1.2.1 Membership is not transferable from one person to another.

1.2.2 Ordinary and Associate membership in the Association is renewable annually.

1.2.3 Honourary membership will be for a Life Time.

1.3 ORDINARY MEMBERSHIP

1.3.1 *Criteria for Ordinary Membership:*

1.3.1.1 Ordinary membership may be granted to a person who is practicing full time, part-time, or not currently practicing and who meets the following criteria:

1. Graduation from an occupational therapy education programme approved by the World Federation of Occupational Therapists (WFOT)
2. Successful completion of required fieldwork for registration in a WFOT – recognized country
3. Working within the legal requirements of the laws of Trinidad
4. State registered by the Council of Professions Related to Medicine

1.3.2 *Conditions of Ordinary Membership:*

1.3.2.1 All applicants for membership or renewal of membership, in the Association, shall sign a declaration stating they shall familiarize themselves with and abide by the By-Laws and the Code of Ethics of the Association.

1.3.2.2 Ordinary members shall pay membership fees as prescribed by the Executive Committee.

1.3.3 *Rights of Ordinary Membership:*

1.3.3.1 Ordinary members have a single vote at any meeting, election, or write-in vote of the Association.

1.3.3.2 Ordinary members will receive the publications of the Association.

1.4 HONOURARY MEMBERSHIP

1.4.1 Procedure of Nomination:

1.4.1.1 The Executive Committee may appoint by two thirds of the votes at the annual general meeting or an extra-ordinary meeting, any person to Honourary Membership who meets the criteria for Honourary Membership as codified in the By-Laws.

1.4.2 Criteria for Honourary Membership:

1.4.2.1 The Honourary Life Member shall have rendered outstanding service to the Association or the profession of occupational therapy in Trinidad and Tobago over an extended period of time.

1.4.3 Conditions of Honourary Membership:

1.4.3.1 Honourary Life Membership shall continue for the life of the person so-named, unless revoked for cause.

1.4.3.2 At no time shall the number of Honourary Members exceed 3.

1.4.3.3 Honourary members should not pay any membership fees.

1.4.3.4 Honourary members shall not hold office or vote on any matter affecting the Association.

1.4.4 Rights of the Honourary Member:

1.4.4.1 Honourary members shall receive the publications of the Association.

1.5 ASSOCIATE MEMBERSHIP

1.5.1 Criteria for Associate Membership:

1.5.1.1 Associate membership may be granted to a person who is not a registered Occupational Therapist but who may be a student, Occupational Therapy assistant, Occupational Therapy support worker, Orthotist, Rehab Technical Technician or other health or allied health professional interested in supporting the Association.

1.5.2 Conditions of Associate Membership:

1.5.2.1 All applicants for Associate membership or renewal of Associate membership, in the Association, shall sign a declaration stating they shall familiarize themselves with and abide by the By-Laws and the Code of Ethics of the Association.

1.5.2.2 Associate members shall pay membership fees as prescribed by the Executive Committee.

1.5.3 *Rights of Associate Membership:*

1.5.3.1 An Associate member shall receive the publications of the Association.

1.5.3.2 An Associate member is not a voting member of the Association.

1.5.3.3 An Associate member may not hold office in the Association.

ARTICLE 2 OFFICERS

2.1 Conditions of election and voting shall be as follows:

2.1.1 The Vice President maintains a voting right if duly accredited member of the Association.

2.1.2 When the Honourary Secretary and the Honourary Treasurer are duly accredited members of the Association they retain their voting rights.

2.1.3 The President shall have a casting vote but not a primary vote on all questions considered by the Executive Committee.

2.1.4 Each Executive Committee member will serve for not less than one year and for no more than four consecutive years in the same office.

2.2 *Functions of the Officers:*

2.2.1 The President shall submit a report of the state of the Association of the Executive Committee at the Annual General Meeting. Administration and financial reports shall be submitted by the appropriate officials.

ARTICLE 3 COMMITTEES

3.1 The Executive Committee may establish and may dissolve any of the following standing committees and such other standing committees as may be deemed advisable:

1. Conference committee
2. Education committee
3. Publication committee
4. International relations committee
5. Ethics committee
6. Legislation committee
7. Nominations committee
8. Professional practice committee

9. Recruitment committee

- 3.2 The Executive Committee may create and dissolve special ad hoc committees from time to time.

ARTICLE 4 FINANCE

- 4.1 Banking accounts shall be established as deemed advisable by the Executive Committee.
- 4.2 The collection of all membership dues shall be the responsibility of the Honourary Treasurer of the Association.
- 4.3 Dues of ordinary members should be forwarded to the Honourary Treasurer of the Association.
- 4.4 Dues shall be paid at the beginning of the calendar year (January 1)
- 4.5 Members of committees, who incur, in connection with their assignments, expenses such as postage, stationery or other similar items may submit bills with requests for expenses through their committee Chairman. The Association shall meet approved expenses.
- 4.6 The Executive Committee is empowered to appoint auditors.

ARTICLE 5 PERMANENT PRESERVATION OF MINUTES

- 5.1 The minutes shall be in duplicate, recorded on suitable durable paper and or on CD Rom.
- 5.2 Place of keeping for both hard and soft copies shall be with the current Honorary Secretary.
- 5.3 Upon completion of the Honorary Secretary's term of office the original and duplicate minutes shall be transferred to the in-coming Honorary Secretary. In the event of loss of minutes total or partial, these shall be replaced.
- 5.4 In addition to the minutes there shall be compiled a loose leaf thumb index in which shall be recorded all resolutions (motions passed) passed by the Executive Committee. This shall be in suitable format and shall accompany the Honorary Secretary at meetings to provide ready reference.

THE RESOLUTION TO ADOPT THIS DOCUMENT AS THE CONSTITUTION OF THE TRINIDAD AND TOBAGO OCCUPATIONAL THERAPY ASSOCIATION (TTOTA) WAS PASSED BY UNANIMOUS VOTE AT THE ANNUAL GENERAL MEETING OF TTOTA ON THE 24th DAY OF *November 2005*.