

# BYLAWS

## GEORGIA ALLIANCE OF SCHOOL OCCUPATIONAL AND PHYSICAL THERAPISTS

### Article I. Name

The name of this organization is GEORGIA ALLIANCE OF SCHOOL OCCUPATIONAL AND PHYSICAL THERAPISTS (GASOPT).

### Article II. Purpose

The Georgia Alliance is established as a special interest group of Occupational and Physical Therapists and Assistants. The purpose of the Alliance shall be to provide a forum for the exchange of information concerning current practice; a training vehicle to advance the current level of practice; a mechanism for developing standards of practice compatible with the needs of students in the Department of Education of Georgia and Allied Agencies.

### Article III. Members

#### Section 3.01 Eligibility

All Occupational and Physical Therapists and Assistants licensed and/or eligible for licensure in the State of Georgia are eligible to join this special interest group and attend meetings. Members will have full voting privileges; will receive all mailings; and will be eligible to hold office in the Alliance. Members shall have the following rights and privileges:

#### Section 3.02 Membership Privileges

An Occupational or Physical Therapist or Assistant member:

1. May attend and participate in all regular and called meetings of the Alliance.
2. Will receive contact hour credits for attendance of Alliance workshops.
3. May vote in the election of officers and on all issues pertaining to this Alliance.
4. May hold any office and serve on committees provided they are currently licensed to practice as a Physical or Occupational Therapist or a Physical or Occupational Assistant.
5. Will receive the routine mailings of the Alliance.
6. Members may bring a student who is interning with them to a meeting with no cost to the student. Registration must be made for the student.

#### Section 3.03 Limited Membership

Other educational professionals (e.g. Speech Pathologists, Special Education Coordinators, Teachers) may attend meetings (conferences) after paying registration fee,

but may not hold office or serve on Alliance committees and will not have voting rights. An attendance certificate will be provided but it is solely the responsibility of the attendee to verify acceptance of continuing education credits with the licensing or certification board of their respective profession.

Occupational and Physical Therapists and Assistants, who attend the Alliance meetings (conferences) from states other than Georgia, can also be members of the Alliance. It is solely the responsibility of the out-of-state attendee to verify the acceptance of conference CEUs with their State's licensing board.

#### Section 3.04 Membership Standing

Members who do not attend two consecutive conference meetings will be removed from the current mailing list. Information on future conferences will continue to be available on the Alliance's website and can be accessed by all current and former members. Should a former member attend a conference after missing two or more consecutive conferences, they will be reinstated to the mailing list.

### Article IV. Officers, Duties and Elections

#### Section 4.01 Officers

The officers of the Alliance shall be two (2) Co-Chairpersons and a Secretary-Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority stipulated by these bylaws. All officers shall hold office for a term of two (2) years and until their successors are elected and assume office. The Secretary-Treasurer(s) shall be elected on the opposite year of the Co-Chairpersons. New officers shall assume their duties at the first meeting of the fiscal (school) year. The officers of the Alliance shall be two (2) Co-Chairpersons and two (2) Secretary-Treasurers.

#### Section 4.02 Duties-Co-Chairpersons

- (a) The Co-Chairpersons or the designated representative shall preside at all Alliance meetings and be responsible for all correspondence of the Alliance. The Co-Chairpersons shall receive from the Alliance a total stipend per conference of \$100.00.
- (b) The Co-Chairpersons shall be responsible for:
  - (i) Plan the agenda for the bi-annual workshops
  - (ii) Obtain guest(s) speakers
  - (iii) Establish program objectives
  - (iv) Provide the pre-test and post-test
  - (v) Produce conference brochure
  - (vi) Establish host site for workshops
  - (vii) Provide updated information for website postings

#### Section 4.03 Duties- Secretary-Treasurers

The Secretary-Treasurers shall take the minutes of the meetings, collect fees, pay bills and confirm membership eligibility of all Alliance members. He/she shall preside when both the Co-Chairpersons are absent and shall perform other duties as delegated by the Co-Chairpersons. The Secretary-Treasurers shall receive from the Alliance a total stipend per conference of \$300.00.

#### Section 4.04 Elections

- (a) All nominations are opened from the floor
- (b) Voting shall be by a show of hand
- (c) Majority rules when show of hands according to Robert's Rules.

### Article V. Meetings and Fees

Section 5.01 Meetings shall be at regular stated intervals to be scheduled by the officers of the Alliance. There will be a minimum of an equivalent two (2) full day workshops annually.

Section 5.02 Special meetings may be called by the Co-Chairpersons or by the majority of the membership. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 5.03 Forty (40) members of the Alliance shall constitute a quorum.

Section 5.04 At least one of the officers of the Alliance shall be present to hold a meeting.

Section 5.05 The fiscal year shall coincide with the school year in the State of Georgia.

Section 5.06 The annual membership fee shall be announced for the incoming fiscal (school) year by the members of the last meeting of the current fiscal year and shall be printed in the brochure for the workshop.

Section 5.07 The annual membership dues for the Alliance shall be waived for the Co-Chairpersons, Secretary-Treasurer and the Lending Librarians for the length of their term in office and for the future conferences they attend, in consecutive order that is equal to the number of conferences they have served. The Alliance shall pay housing expenses, food, and mileage for these officers and Lending Librarians to attend called meetings. Mileage reimbursement must be submitted documenting the actual miles driven and paid at the federal mileage rate. All housing, food, and mileage expenses are capped at \$300.00 per conference, per officer.

Section 5.08 All members must pre-register and pre-pay for the workshops. Anticipated deadlines for registration will be posted on the GASOPT website; however, venue capacity may alter those posted dates and lead to earlier than posted registration closure.

Section 5.09 Refunds will be given to members if their registration was received after posted deadlines or when venue capacity causes earlier closure of registration. If a member has registered and cannot attend the conference, a refund will be given only if a written request is received prior to 14 days of the conference. If this 14 day requirement is not met no refunds for non-attendance will be given.

## Article VI. Committees

Section 6.01 Audit Committee. The Audit Committee shall review the financial records of the Alliance yearly. The Audit Committee shall consist of three (3) members. No executive officer may serve on this committee. This committee will serve a two (2) year term concurrent with the Chairpersons.

Section 6.02 Legislative Committee. The Legislative Committee will keep the Alliance membership informed of current laws, policies, and practices of the Federal and State of Georgia governments, and the State of Georgia Board of Education that are pertinent to the Alliance. They shall invite the BOE liaison to the scheduled bi-annual workshops. This committee will serve a two (2) year term. This committee will consist of no less than two (2) people (preferably one representing OT and one representing PT). They shall invite the State of Georgia Board of Education liaison to the scheduled bi-annual workshops.

Section 6.03 Special Committees: The Co-Chairpersons of the Alliance may appoint committees to study specific topics. Special Committees are dismissed after the final report.

## Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Alliance in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the Alliance may adopt.

## Article IX. Amendments

These bylaws can be amended at any regular meeting of the Alliance by a two-thirds (2/3) vote provided notice of the proposed amendment has been sent to each voting member

thirty (30) days prior to the meeting. Absentee ballots, if requested in writing, will be opened at the meeting.

## Article X. Dissolution

In the event that the Georgia Alliance disbands, after the debts are settled, the current body present will decide the allocations of funds for a college scholarship. The funds will be divided equally between the Occupational and Physical Therapy fields and the current body present will decide on a college(s) for a scholarship to a Physical Therapist or Physical Therapy student and a scholarship to an Occupational Therapist or Occupational Therapy student.