

**NEW ENGLAND OCCUPATIONAL THERAPY EDUCATION COUNCIL inc.**  
**(NEOTEC)**  
**Standard Operating Procedures (SOP)**

**NAME:**

The organization shall be called the New England Occupational Therapy Education Council and hereinafter shall be referred to as NEOTEC.

**VISION:** To maximize the value, quality, and purpose of experiential education.

**MISSION:** We facilitate communication and collaboration among educators, practitioners, students, and other stakeholders to enhance the quality of occupational therapy education.

**MEMBERSHIP:**

1. Membership in the Council shall consist of dues paying accredited or ACOTE approved developing occupational therapy or occupational therapy assistant programs.
2. First year of membership is free for new/developing programs.
3. A member program shall be in good standing if the program currently meets the qualifications for membership and has paid applicable dues.
4. Any member program whose dues are still in arrears 30 days after payment is due shall automatically be removed from membership. Membership shall be reinstated by payment of dues in arrears.

**COUNCIL MEMBERSHIP:**

Voting Representatives:

1. One representative from experiential learning department from each member school. (including schools with both occupational therapy and occupational therapy assistant programs).
2. Two fieldwork educator occupational therapy practitioner representatives – one OTA and one OTR. Each representative must have a minimum 1 year of experience supervising fieldwork students.

Non-voting/Ad Hoc representatives:

1. Additional experiential learning representatives from member schools.

**MEETINGS:**

1. The Council shall meet at least three (3) times a year
2. Additional Ad Hoc meetings may be scheduled to address business or specific projects, as determined by the membership.
3. If meeting is in person, host site is determined on a voluntary basis.
4. Secretary will email notice of date, time and place/medium of Council meetings to Membership.
5. At any meeting, a quorum of half membership plus one is required to decide a posed vote.
6. Any member may invite a person to a meeting with approval of the Council. Notice must be sent to Council of intended invitee at least 10 days prior for

member approval. Chairs have authority to make final decision on all invited guests.

### **VOTING POLICIES & PROCEDURES:**

1. All voting will follow Robert's Rules of Order (<https://www.ccri.edu/acadaffairs/pdfs/Appendix%20IVRobertsRulesOfOrder.pdf>).
2. Voting during standing committee meetings must have a quorum of half membership plus one voting members.
3. Voting on time sensitive matters outside of scheduled meetings may be completed using email. If voting is completed by email, Secretary will send motion at request of the chair(s) to all voting Council members with return receipt and request for reply within 10 days.
4. At any Council meeting, there shall be no voting by proxy, however, voting members may submit written votes on posted agenda items in advance of the meeting.
5. The Council Officers shall determine the process for counting and recording the vote.
6. For election of officers, voting shall take place anonymously via survey. Voting shall be closed on a set deadline date and no ballots received thereafter shall be counted.
7. The officers shall be elected solely by the voting representatives of the Council
8. Elections MUST occur every two year for each position (whether or not position is opposed).

### **OFFICERS:**

1. Will be nominated by members of the Council in the spring meeting of each closing term.
2. OTR co-chair and secretary elections are held in odd year, OTA Co-chair and treasurer elections are held in even year to ensure consistency of service. Terms are two years and will be served from July to June of each year. If either co-chair position cannot be filled by the designated practitioner, the Council can vote to amend for that cycle.
3. Each officer is expected to serve full term. In the event of mid-term resignation, officer must submit formal resignation letter and Council must then determine an whether to appoint an interim officer or call an ad hoc election.
4. Officers may be elected to consecutive terms without limit. See voting procedures for details on election process.

### **OFFICER DESCRIPTION AND DUTIES:**

**Co-Chair(s):** Must be voting representative(s) who has served on the Council for at least one year.

Responsibilities:

1. Preside at Council meetings.
2. Prepare proposed agenda and email to members for comment at least 2 weeks prior to meeting.
3. Oversee all committee chairs.
4. Oversee correspondence to NEOTEC membership, AOTA, State Associations, and identified parties.

5. Ensure that all elected officers and committee chairs are in compliance to agreed upon SOPs.
6. Attend NEOTEC annual conference and provide opening/closing remarks or designate a member to serve in this capacity.
7. Appoint committee chairs and ad hoc committee members, as needed
8. Other responsibilities determined by Council as needed

**Secretary:** Must be a voting representative who has served on the Council for at least one year.  
Responsibilities:

1. Keep minutes during Council meetings.
2. Distribute minutes within one month following meeting date.
3. Keep complete records/historical documents related to NEOTEC and transfer to successor.
4. Send reminder of meeting location and date within one month before next meeting.
5. Conducts email voting procedures in conjunction with chair(s). Compiles results and reports to Council members and documents outcome (via email or in minutes).
6. Communicate with host site or sets up virtual platform for Council meetings.
7. Other responsibilities determined by Council as needed

**Treasurer:** Must be a voting representative who has served on the Council for at least one year.  
Responsibilities:

1. Receipt and distribution of funds.
2. Bill member programs for annual fee.
3. Maintain complete financial records and transfer these to successor, reviewed in detail by accountant engaged by NEOTEC for that purpose
4. Schedule annual review of financial records. Review should be completed each spring by three non-officer representatives of the Council
5. Provide written report including budget to actual income and expenditures at each meeting.
6. Liaison between accountant and Council regarding financial matters related to NEOTEC.
7. Provide history of annual budget for fall meeting and lead discussion for budget for following year. Planned budget is required to be submitted to chair(s) 10 days in advance of meeting to be voted on by representatives
8. Report discretionary funds for amounts less than \$250.00. to chair(s) for approval prior to payment (not to exceed \$1000.00 per year) reporting those non-budgeted expenditures at the subsequent standing committee meeting (see Finances Section).
9. Other responsibilities determined by Council as needed

## COMMITTEES

Committees are standing (listed below) or ad hoc as identified by Council. Committee chairs shall be appointed by Council chair(s) and report activities to Council verbally and in writing, on an as needed basis.

## **COMMITTEE CHAIR DESCRIPTION AND DUTIES:**

**Membership Chair:** Must be a representative of a member who has served on the Council for at least one year

Responsibilities

1. Identify potential new member programs, in conjunction with chair(s).
2. Send written invite letter/e-mail including brief overview of NEOTEC, copy of SOP's and terms of invitation.
3. Notify Treasurer of acceptance with contact name/address for billing correspondence.
4. Other responsibilities determined by Council or chair(s) as needed

**Conference Chair:** Must be a representative of a member who has served on the Council for at least one year

Responsibilities:

1. Coordinates and oversees tasks such as production of conference flyer to be sent to contacts by each member academic program.
2. Liaison with speaker and conference sites' representative(s).
3. Coordinate photography at Annual Conference.
4. Report evaluation summary, recommendations and feedback to the Council at next standing meeting.
5. Coordinate with site representatives regarding: room scheduling, A/V, registration, food, conference flyer dissemination, and conference feedback surveys.
6. Other responsibilities determined by Council or chair(s) as needed

**Website Chair:** Must be a representative of a member who has served on the Council for at least one year

Responsibilities:

1. Collects information to provide to web master.
2. Coordinates timely implementation of suggested changes.
3. Update website information including member schools, resources, and events
4. Other responsibilities determined by Council or chair(s) as needed

**Awards Chair:** Must be a representative of a member who has served on the Council for at least one year

Responsibilities:

1. Coordinate nominations for all Awards 3 months prior to conference
2. Tally winners and notify Council
3. Inform winners prior to Conference RSVP date
4. Distribute awards, and certificates.
5. Other responsibilities determined by Council or chair(s) as needed

## **RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF the Council:**

1. Represent schools which have dues paid in full for that fiscal year
2. Attend and participate in NEOTEC Council meetings and activities.
3. Provide pertinent NEOTEC information to and from professional colleagues.
4. Network regarding issues/developments related to experiential education.

5. Promote NEOTEC locally, regionally, and nationally.
6. Strive to exemplify the mission and vision of NEOTEC, including development of collaborative relationships that enhance the quality of experiential education.

#### **FINANCES:**

1. The fiscal year shall extend from July 1st to June 30<sup>th</sup>.
2. Operating funds are comprised primarily of membership dues.
3. Annual dues are determined by the Council to be reviewed annually during budget meeting in Fall.:
4. The Council shall require a minimum of three bids for any costs for outside vendors, services, or other expenditures exceeding \$250.00 and vote on such expenditures accordingly.
5. All contracts, including paid speakers and those who require honoraria shall be reviewed by chair(s) and approved by board vote
6. Taxes will be filed annually and any non-profit or incorporation requirements shall be maintained as a part of the budget.

#### **INDEMNIFICATION**

The Council representatives and officers shall be indemnified to the fullest extent provided by law for actions taken in service to the organization, except for any action determined by the Council to have been taken in bad faith.

In any suit or legal action, the Council shall have the authority to advance legal fees and other costs incurred by an indemnitee. If any such suit or action results in a determination of bad faith, indemnitee shall reimburse the Council for any advanced fees and costs.

#### **REVISION OF STANDARD OPERATING PROCEDURES (SOP)**

Revision or amendments to the SOPs may be proposed by any representative or any officer. Any such proposed revision or amendments shall be submitted in writing to the Council not less than sixty (60) days prior to the date of the next meeting. Upon receiving said revisions an ad hoc SOP committee shall be formed by chair(s) to review changes, submitting to Council for approval no less than ten (10) days prior to the date of next meeting.

Proposed revisions or amendments shall be presented to the Council at such next meeting. A Council vote shall be required to revise or amend the bylaws.

SOPs should be reviewed regularly, no less than 5-year intervals.

## **NON-DISCRIMINATION**

NEOTEC shall not discriminate against any person or group of persons on the basis of race, ethnicity, culture, language, national origin, age, disability, gender, sexual orientation, gender expression, education, religion, faith, socio-economic status or lived experience.

## **INDEPENDENCE**

NEOTEC shall be independent of other agencies and advocacy groups not affiliated with the Council and shall not share bylaws, articles of incorporation, or personal information regarding steering members with such other groups.

## **DISSOLUTION**

In the event NEOTEC should be dissolved, any assets remaining following the payment of debts and the satisfaction of liabilities shall be made to **AOTPAC or AOTF**, for tax exempt purposes in the furtherance of its education, research, and advocacy objectives.

### **Date of SOP Adoption and Amendment**

These bylaws were adopted on 1/28/12 and last amended and approved by the membership on DATE we do it