



Estd. 1952

A  
I  
O  
T  
A

# CONSTITUTION & BYE-LAWS

(Updated till March, 2013)

**All India Occupational Therapists' Association**

[www.aiota.org](http://www.aiota.org)

**All India Occupational Therapists' Association**  
(Founder Council Member – World Federation of Occupational Therapists)  
(Registered Under Bombay Public Trust Act, Bom. 1950-E-1118)

# THE CONSTITUTION

(Updated 31st March, 2013)

## ARTICLE 1

### Name:

Name of organization shall be the “All India Occupational Therapists’ Association” (AIOTA).

## ARTICLE 2

### Territorial Limits:

The territorial limits of association shall be the Union territory of India.

## ARTICLE 3

### Aims & Objectives:

The aims and objectives of the Association shall be:

- a) To promote the use of Occupational Therapy.
- b) To maintain the standards of education and training in the field of Occupational Therapy.
- c) To promote research & development in the areas of interest.
- d) To regulate the ethics, promote the advancements & practice in the profession.
- e) To serve the community using preventive, curative & rehabilitative dimensions as required.

### GB Resolution

“Be it resolved that an updated version of AIOTA constitution with incorporated amendments as taken by GB in the past and proposed today on 27.02.2013, be considered as approved and the revised constitution be printed and uploaded on website.”

*Ref. AIOTA GB Meeting, Trivandrum : Dated 27.02.2013*

- f) To collaborate with international organizations including World Federation of Occupational Therapists (WFOT) to promote advancement in Education.
- g) To serve as an Advisory Body of the Govt. of India, to State Governments and other non-governmental national & international organizations or institutions requiring technical assistance & guidance in matters of establishing councils, OT education centers, departments, rehabilitation units or other activities related to profession.
- h) To publish a Journal, Newsletter, Books &/or Pamphlets (as the official publications of the association) and such that may be required for the furtherance of the aims & objectives of the association.
- i) To provide Occupational Therapy education and incept educational institutions in India & overseas.
- j) To engage in any other professional activities by organizing conferences, workshops & seminars etc. that may be considered advantageous to the profession and its members.

## ARTICLE 4

### Section-I

#### Executive Committee Meetings:

There shall be at least three meetings of the Executive Committee in one functioning year; One, before each of the General Body Meetings and remaining two meetings at any other suitable time of the year.

### Section-II

#### General Body Meetings:

- a) The General Body Meeting shall not be held later than 31st March of each year.
- b) The function of the General Body and its meetings shall be governed by the bye-laws of the association.

### Section-III

#### Academic Council of OT (ACOT):

1. A.C.O.T. shall be constituent body of AIOTA of which the President of AIOTA shall always be the Executive Chairman.
2. ACOT Shall be governed by the bylaws.

3. **ACOT Executive Committee Meetings:**

There shall be at least 2 meetings of ACOT EC in one functioning year; One, before each of the General body meetings and remaining one meeting at any other suitable time of the year as approve by the President AIOTA.

4. **ACOT General Body Meetings:**

There shall be one General Body meeting of Fellows of ACOT before the General Body Meeting of AIOTA.

**ARTICLE 5**

**Section-I**

**Membership:**

There shall be three categories of regular memberships namely; Life Membership, Student Membership, and Associate Membership.

**Section-II**

**Definitions:**

a) **Life Members:**

Those who hold a degree in Occupational Therapy from any Occupational Therapy Institutions in India accredited by association; or those members who produce a certificate of membership in good standing of any foreign Occupational Therapy Association which is a member of the World Federation of Occupational Therapists or having a qualification from an Occupational therapy Institution accredited by W.F.O.T. ***The Life Member shall have to renew the Life Membership after 15 years to continue availing the rights & privileges of life membership,***

b) **Student Members:**

Those who are in training for occupational therapy in an Institution accredited by the association can become student members.

c) **Associate Members:**

Associate Membership may be conferred upon for one financial year to those professionals who are not occupational therapists.

**ARTICLE 6**

**Executive Committee :**

Only life members who are a citizen of India shall be eligible to hold an office of the association.

a) **The office bearers of the association shall be:**

- **President** : 1 post
- **Vice President** : 1 post
- **Hon. Secretary** : 1 post
- **Hon. Treasurer** : 1 post
- **Executive Committee Members** : 4 posts (elected)  
2 posts (co-opted)

Out of 6 (six) posts of executive committee members 4 (four) posts shall be filled by elections and 2 (two) posts shall be filled by the elected executive committee by the process of co-opting. *One co-opted EC member shall be designated as Associate Secretary and other co-opted EC member shall be designated as Associate Treasurer. The Election of the Office Bearers shall be governed by the bye-laws.*

- b) The office bearers shall serve for a period of Four financial years (1st April to 31st March will be considered as one financial year). The newly elected body shall start functioning w.e.f. 1st April of its tenure.
- c) The charge of the association/office bearers shall be handed over to the newly elected executive committee during its first regular EC meeting scheduled on/or before 15th April. The Outgoing Executive Committee would continue to function as a Caretaker Body for the remaining period of its tenure i.e. till 31st March.
- d) The Caretaker EC shall not be entitled to take any policy decision, amendments in the constitution, bye-laws and financial transactions other than the pending &/or day to day functioning expenditures.
- e) The powers of the executive committee shall be governed by the bye-laws.
- f) The Immediate Past President/Office Bearer in order of hierarchy be designated as Ex-officio, member of the Executive Committee.

- g) In order to hold the thumb rule of one person one post at a time, the Office bearers & EC members of AIOTA will not contest for any of the posts of office bearers & EC members of ACOT in ACOT election. However in case he/she is willing to contest, he/she may do so after resigning from AIOTA EC and the same would be applicable for the ACOT EC too.

## ARTICLE 7

### Membership Subscription:

#### Section-I

The executive committee shall determine and lay down the fees and subscription for the different categories of the members of the association and will circulate the information through journals, news-letter and official website.

#### Section-II

The subscription, the alteration modification of the subscription shall be governed by the byelaws.

## ARTICLE 8

### Continuance of Life Membership:

Life member shall continue to remain the member until the member is deceased or his/her membership is suspended, terminated or renewed after 15 yrs.

## ARTICLE 9

#### Section-I

##### Official Publications:

- a) The Indian Journal of Occupational Therapy [IJOT] shall be the official publication of the association.
- b) Any other publication that may be brought out by the executive committee shall be considered as an official publication.

#### Section-II

##### Subscription of Publication:

Life members, Student members and Associate members shall be entitled for the official publication of the association i.e. IJOT free of cost. They will have to pay an additional amount for purchasing the

additional copies of publication. The subscriber shall pay the subscription rate for purchasing the publications. For publications other than IJOT the E.C will take an appropriate decision for providing them to members with or without payment.

#### Section-III

##### Official Website:

[www.aiota.org](http://www.aiota.org) shall be the official website of the association.

## ARTICLE 10

### Ethics and Discipline:

#### Section-I

- a) The Life Members of the association shall work on the basis of referral & first contact.
- b) The Life Members shall not utilize the knowledge of the patient against the patient's interest and/or will.
- c) The Life Members shall not use those modes of treatment for which he is not duly qualified.
- d) The Life Member of AIOTA should be responsible to follow the rules and regulations of the AIOTA and maintain discipline and abide by the policy decisions of AIOTA in the interest of OT profession in India & abroad.

#### Section-II-

- (a) The Central Civil Services (CCS) Rules-Classification, Control & Appeal (CCA) of Govt. of India in letter & spirit shall be adopted to draw the roadmap for any disciplinary action against the member, who does not follow the ethics & discipline of the association.
- (b) **Suspension of Membership:**  
The action for suspension of membership may be initiated by Executive Committee.
- (c) **Termination of Membership:**  
The action for termination of membership will be recommended by the EC to the GB for approval by majority vote.
- (d) Ethics and discipline shall be governed by the bye-laws in addition to section I & II of Article 10.

## **ARTICLE 11**

### **Section-I**

#### **Arbitration Clause:**

If any dispute arises between any members on any account what so ever which cannot be satisfactorily settled under the procedure already provided for such purposes, then such a matter of dispute shall be settled by arbitration. The Executive Committee may appoint a 1-2 man committee to function as an arbitrator. The decision arrived by the committee/arbitrator shall be submitted to the EC for an appropriate & final decision. Such a matter of dispute if still not settled then the majority decision of GB shall be final and binding on all parties.

## **ARTICLE 12**

### **Section-I**

#### **Bye-laws:**

The association shall adopt bye-laws not inconsistent with the constitution and they shall along with the constitution serve as additional provision for the governing of the association.

### **Section-II**

Bye-laws may be amended from time to time by the EC of the association.

## **ARTICLE 13**

#### **Amendments in the Constitution:**

This constitution except in an emergency as provided for in the bye-laws of the association may be amended only at the general body meeting of the association by a majority vote. The procedure for the amendment shall be as per the bye-laws of this article.

## **ARTICLE 14**

#### **Auditors & Legal Advisors:**

The Executive Committee shall appoint suitable auditors and legal advisors and accordingly shall inform the General Body about the decision. In case, the auditors & legal advisors of the association

resigns as the auditor and legal advisors of the association then, the executive committee may appoint some other auditors and legal advisors for the completion of the tenure.

## **ARTICLE 15**

#### **Functioning Year:**

The Functioning year of the association shall be from 1st April to 31st March as that of financial year.

## **ARTICLE 16**

#### **Parliamentary Authority:**

Except or otherwise provided, all meetings of the association, board of advisors and committees shall be governed by the parliamentary rules and procedures stipulated in the then current edition of "Roberts Rules Order Revised".

- • - • -

**All India Occupational Therapists' Association**  
(Founder Council Member – World Federation of Occupational Therapists)  
(Registered Under Bombay Public Trust Act, Bom. 1950-E-1118)

# THE BYE-LAWS

(Updated 31st March, 2013)

## **BYE-LAW - I :**

### **ENROLMENT AS A MEMBER AND MEMBERSHIP- FEES**

*(Article 5 Sections I & II, Article 7 Sections I & II and Article 8 of the constitution)*

Those desiring to become members will have to fulfill the following:

1. The Application Form for Membership can be down loaded from the official website of AIOTA.
2. The membership will be accepted by paying Membership fees in form of Demand Draft which should be drawn in favor of “All India Occupational Therapists' Association” payable at place from which Treasurer is elected.
3. Any correspondence and enquiry concerning membership should be referred to Hon. Treasurer & Hon. Secretary.
4. Any change in address should be informed to Hon. Treasurer & Hon. Secretary.
5. **AIOTA Membership Fees:**

*[Application Fee- Rs.500.00 for Life Membership, Provisional Membership & Associate Membership and Rs. 100.00 for Student Membership]*

- a. Life Membership Fees: Rs.5000/- + Rs.500/-
- b. Life Membership Fees (Urgent): Rs.10000/- + Rs.500/-
- c. Provisional Membership: Rs.5000/-+ Rs.500/-
- d. Student Membership Fees: Rs.700/- + Rs. 100 (two failures permitted)
- e. Associate Membership Fees: Rs.1000/- + Rs.500/-
- f. Overseas Life Membership Fees: 400 USD (equivalent to INR) including Application Fee.

## **GB Resolution**

“Be it resolved that an updated version of bye-laws with incorporated amendments adopted by past Executive Committee Meetings be considered as approved.”

**Ref. AIOTA GB Meeting, Trivandrum : Dated 27.02.2013**

## **6. Renewal of Life Membership:**

The Life Member shall have to renew the Membership after 15 years of the date of registration before the end of that financial year by paying Rs. 3000.00 towards Renewal Fee to continue receiving official publication and information, failing which a late fee of Rs. 500.00 would be payable for applying for renewal.

## **7. Provisional Membership:**

Those who have obtained a degree in Occupational Therapy from any Occupational Therapy Institution in India before the accreditation by AIOTA/WFOT may be included as Provisional Members of AIOTA after passing the AIOTA Membership Examination to be conducted by ACOT. Provisional membership will be converted into regular life membership provided WFOT approves retrospective accreditation of the Institution.

8. Only the Life Member of the AIOTA is permitted to suffix MAIOTA (Member of AIOTA) to their names.
9. Any financial transactions related to fee and others are non-transferable & non- refundable.

## **BYE-LAW - II :**

### **SUBSCRIPTIONS AND MEMBERSHIP POLICIES:**

1. Only the life members are entitled for voting rights.
2. Indian Journal of Occupational Therapy (IJOT) is published three times in a year. Life Members, renewed life members Provisional Members, Student Members & Associate, Members are entitled for receiving IJOT.
3. The Academic Council of Occupational Therapy registration certificate is awarded to the Life Members only.
4. It is essential to submit an attested copy of degree &/or provisional certificates & bonafide certificate from the College/Institute along with the duly filled prescribed application form to apply for the Life Membership.
5. The member, who wish to change their name in the register of membership can do so by paying Rs.1000/- and a request application to the Hon. Treasurer. However, the members will not be charged for such change if request is received at the time of renewal of membership.
6. AIOTA shall issue License verification & Letter of Good Standing documents on payment of Rs.10000/- to its members on request for registering with overseas OT Councils/Boards.
7. Students pursuing education in an AIOTA accredited OT program,

should submit their application on a prescribed application form through Head of OT institution for student membership.

**BYE-LAW - III :**

**SUSPENSION AND TERMINATION OF MEMBERSHIP**

*(Article 8, Article 10 Sections I & II and Article 11 Section I of the constitution)*

1. a. Membership to the All India Occupational Therapists' Association may be suspended at any time by the Executive Committee for malpractices and/or for misconduct.
- b. Membership to the All India Occupational Therapists' Association may be terminated on recommendation of EC by a majority vote in the General Body for malpractices or for misconduct.
2. Complaints or charges of this character against a member must be referred to the Executive Committee in writing and signed by the complainant. Notice of the charge shall be sent to the accused in writing and date set for hearing and defense for the same. The date shall not be less than thirty days after such notice.
3. Failure to be present at the trial without an excuse satisfactory to the Executive Committee shall be deemed to acknowledge of justice of charges.
4. Recommendation for Execution shall require a majority vote of the EC. The EC shall convey such a decision to GB. The execution shall require a majority vote of GB.
5. The Executive Committee may reopen such a case when in its opinion new and pertinent facts are available.

**BYE-LAW - IV :**

**GENERAL BODY MEETINGS:**

*(Article 4 Sections II of the constitution)*

1. The Executive Committee shall decide the time and venue of the General Body Meetings preferably during the Annual National Conferences/seminar/workshop. For matter of utmost significance EC may decide to convene an emergency GB meeting.
2. General Body meetings of the association shall be called by the Secretary of the Association giving 15 days clear notice to the members through News Letter and/or AIOTA Website. In case the Secretary is out of function for some reasons, the President of the Association shall issue the notice of the General body meeting.
3. Only the life members of the Association are entitled to attend the General Body meeting.
4. The President of the Association shall conduct the GB meeting as

Chairperson.

5. The Secretary will circulate the Roll Call. At the General Body Meeting, one tenth of the members on roll shall form a quorum. In case the quorum is not full, the meeting may be adjourned by the President and called again to meet after 10 minutes in which case no quorum shall be required.
6. The members of the Association should inform the Secretary of the Association, two months before the general body meeting, of his intention to bring a proposal for inclusion in agenda. The said agenda can be considered in the general body meeting if approved by the Executive Committee.

**BYE-LAW - V :**

**OFFICE BEARERS OF THE ASSOCIATION**

*(Article 6 of the constitution)*

1. Only life members who are citizens of India and who have not discredited the association or any member intentionally or unintentionally which may be decided by the majority vote existing in the office bearers and the Executive committee members as per procedures laid down by the Association before the final election.
2. The General Body may appoint Past President/s on recommendation of EC as President Emeritus in appreciation of his/her outstanding contribution in the field of Occupational Therapy and the association.
3. The President shall preside at all meetings of the Association, & shall be the Chairman of the Executive Committee and Ex Officio Member of the Committees. President shall have the power to sign all written obligations of the associations and to nominate/appoint Chairman and members of all Committee and Sub-committees of the association.
4. Immediate Past President or Vice President or Secretary or Treasurer in order of hierarchy shall be designated as one Ex- Officio Member of the newly elected Executive Committee.
5. The Vice President shall discharge the duties of the President in case of his/her absence or during a vacancy in the office and shall assist the President in the work of the Association.
6. The Secretary shall keep the records of meetings, attendance at meetings and send out notice of the meetings of the Association and record the minutes thereof, issue letter of appointments /notices respond to and correspond, keep record of publications, ensure compliance with association related statutory requirement & provisions and other duties as and when assigned.
7. The Treasurer shall keep the records of membership, under the direction of Executive committee, shall direct and be responsible for

the collection of all dues and for keeping the accounts of the Association. The Treasurer shall be member of all sub or special committees where financial matters are concerned and have charge of the accounts of the same. He/ She shall report at all the EC & GB meetings and submit a financial statement properly audited. The Treasurer shall release the funds in accordance with the direction and approval by the President and EC.

**BYE-LAW - VI :**  
**EXECUTIVE COMMITTEE**

*(Article 4 Sections 1 and Article 6-c of the constitution)*

1. The work and the management of the association shall be entrusted in and carried out by an Executive Committee consisting of the four office bearers and four elected members from the list and two co-opted executive committee members of the association.
2. The tenure of elected Executive Committee shall be of Four years.
3. The Executive Committee shall conduct the affairs of the association in accordance with the aims and objectives of the association.
4. The Executive Committee shall direct the collection, disbursement and custody of the funds.
5. The Executive Committee is empowered to employ such persons and make such expenditures within available resources as may be required to complete or carry out the aims & objectives of the association.
6. The Executive Committee shall have the power to create such standing and special committees as it may deem advisable & to frame such by-laws as it considers appropriate for the management of the association.
7. In the event of any vacancy occurring in the Executive Committee or among the Office Bearers, the Executive Committee shall fill up such a vacancy and the nomination so made, shall continue enforce till the next meeting of general body.
8. The Executive Committee shall have the power to permit any special committee e.g.- Conference Committee, Branch Offices to open or close their own bank accounts for a short or long term as per the needs and to permit the transfer of assets between the special committee and/or branches (e.g.-Conference Committees assets to the branches).
9. The Executive Committee shall have powers from time to time, to make, repeal and amend any such by-laws and regulations which are inconsistent with the constitution and the objectives of the association, as the executive committee shall deem convenient for the proper conduct and management of the association or for

regulation of the different activities of the association either generally or in particular reference to each or any activity of the association, or for any matters which in the opinion of the executive committee are required to be regulated by the by-laws and the same shall be binding upon the members until repealed.

10. The charge of the respective office shall be handed over to the officer elect as per ARTICLE 6-c of the Constitution.

**BYE-LAW - VII:**  
**ELECTIONS**

*(Article 6 of the constitution)*

1. Chairman Election Committee shall be appointed by the General Body who may then propose two members for Election committee and report to the EC.
2. Elections will be held for the following posts:
 

<b>a. President</b>	: 1 post
<b>b. Vice President</b>	: 1 post
<b>c. Hon. Secretary</b>	: 1 post
<b>d. Hon. Treasurer</b>	: 1 post
<b>e. Executive Committee Members</b>	: 4 posts
3. All life members shall only be eligible for voting.
4. The final voters list along with the correct recent address with association shall be supplied to the election committee before 7th July of the election year by the treasurer.
5. Names of those who have enrolled as life members before 1<sup>st</sup> July of the election year shall only be included in the voters list.
6. The nomination form shall be returned to election committee on or before 20th August along with the consent of the person nominated for the respective post/posts. Self-nomination is allowed.
7. List of the valid nominations shall be sent to the persons nominated before 15th September of the election year.
8. The final consent of the persons only for one post, shall be received by the election committee on or before 1st October, along with demand draft of Rupees 1000/- as a deposit in favor of All India Occupational Therapists' Association and addressed to Treasurer of AIOTA.
9. Non receipt of the final consent form along with the deposit before 1st October shall be treated as withdrawal.
10. The last date for receiving ballot paper by the Election Chairman shall be 20th November for inland members and 30th November for

- overseas members. Ballot papers received after due date shall be treated as invalid.
11. The deposit shall be non-refundable except in the case of withdrawal of nomination.
  12. The above mentioned dates for election can be modified by the Chairman Election Committee by justifying the need for doing so to EC.
  13. Election Chairman shall send the Ballot Paper and all other communication by Speed/registered post. The Election Circular shall be sent by ordinary post and will also be uploaded on AIOTA Website.
  14. All election matters shall be treated as confidential.
  15. The ballot paper shall be marked by the election committee to avoid tampering and shall be numbered to prevent preparations of haste ballot papers.
  16. Election chairman shall send specially prepared self-addressed envelopes with adequate postage affixed along with the ballot papers to the voters. Voters have to return ballot papers duly filled in envelop provided by the election Chairman.
  17. The result of the election shall be announced by the Election Committee Chairman, after due counting at the general body meeting. Incomplete, tampered or wrongly filled ballot papers shall be considered invalid.
  18. If there is no candidate for a post/posts for any reason whatsoever, the election of the post/posts shall be held at the time of the general body meeting by a secret ballot paper.
  19. **Eligibility to Contest:**
    - a. Member of AIOTA who had completed a minimum of 3 years of uninterrupted regular membership on/or before 1st July of election year can contest for the post of Executive Member and who have served as EC member for at least one term can only contest for the post of office bearer i.e. President, Vice President, Secretary and Treasurer.
    - b. Only those members can contest whose Membership has not been withheld/suspended, and there here been no disciplinary proceedings against the member due to any reason.
    - c. Those that are eligible to contest may nominate him/ her, but for one post only.
    - d. Only those members can contest in AIOTA elections who are not holding any position as Dean or EC member in ACOT executive Committee.

20. **Self-Nomination: The Procedure**
  - a. Members who are eligible and to wishing to contest, should nominate him/her self, but for one post only
  - b. SELF NOMINATION FORM sent with circular should be duly filled and signed by the member wishing to contest. The nomination forms downloaded from AIOTA Website: www.aiota.org will also be acceptable.
  - c. The Members candidature for the desired post must be endorsed by two members of AIOTA, in the appropriate columns in Self Nomination From.
  - d. In case the member/s endorsing for the contestant are from other place, the separate letter of endorsement or the endorsement on Xerox copy of the Nomination Form, should be annexed carrying his/her signature in appropriate column.
  - e. Members desiring to contest for the posts, other than EC MEMBER must send a duly signed self-declaration letter carrying the information that "He/She has served AIOTA as an E.C. Member/Office Bearer for the period (——to——)".
  - f. For contesting on the post of EXECUTIVE COMMITTEE MEMBER, the member must have completed 3 years of regular membership.
  - g. One member can endorse only one contestant for each of the posts of Office Bearers ie. President, Vice President, Hon. Secretary and Hon. Treasurer.
  - h. For the post of E.C. Members, one member can make endorsement for four posts.
  - i. Any false/incorrect /incomplete information on the Nomination Form and the Annexure/s will make the Nomination Invalid.
21. **VOTING:**
  - a. The Ballot Paper will be mailed by speed/registered post to the members at the address as per AIOTA Record (till July 1 of the election year) along with self-addressed envelope of the Election Committee Chairman, AIOTA.
  - b. All the Ballot Papers should be sent back within the prescribed time schedule. The ballot paper contained in the self-addressed envelope provided by election committee should be sent back by ordinary post to Chairman, Election Committee AIOTA within prescribed time schedule.
  - c. Ballot Paper if sent in another envelopeand/or by any other mode likesregistered post / courier / by hand etc. will not be

acceptable.

- d. Ballot Paper received after the scheduled date will not be acceptable.

- 22. Regarding the election matters, the decisions of the Chairman Election Committee shall be final. In case of disputes/complaints of any nature, related to election matters, the decision of GB shall be final and binding.

**BYE-LAW - VIII :**

**OFFICIAL PUBLICATIONS**

*(Article 9 Sections I, II & III of the constitution)*

- 1. The President shall be the Editor-in-Chief of the Indian Journal of Occupational Therapy [IJOT] and other official publications of AIOTA. Vice-president of AIOTA shall be Editor of the IJOT.
- 2. The Executive committee shall appoint the Associate Editor, Assistant Editor/s and the members of the Editorial Board to manage the work in regard to the publication of IJOT.
- 3. The subscription for the IJOT shall be decided, finalized and modified as & when required.
- 4. There shall be three issues of the IJOT in a year and one issue of Newsletter (For life members only).
- 5. The issues of IJOT will be appropriately mailed to all members/subscribers in India and overseas.
- 6. Tariff for advertisement in IJOT and on AIOTA website shall be decided, finalized & modified by the EC as & when required and information to this effect will be published in Journal/News Letter.
- 7. **AIOTA Website:** The Website Convener will be appointed by EC, who shall work in consultation with the president. The President and website convener shall only be entitled to manage the website as & when required.

**BYE-LAW - IX :**

**STATE BRANCHES AND CITY BRANCHES:**

- 1. The Executive Committee may approve the setting up of state branches, in any of the state of India with 10 or more life members. The state branch shall work under the direction and control of the Executive committee in regard to its affairs and management.
- 2. A state branch can be formed if there are minimum 10 members in the state.
- 3. A city branch can be formed if there are minimum 5 members in the city.

- 4. The state and city branches can be formed only after getting approval of the Executive Committee.
- 5. The President at his discretion may appoint a convener from the City or State branches or he may call for an election of a convener from amongst the members.
- 6. The City and State branches shall run their day to day affair as per the guidance of the office bearers of the association.
- 7. Only life members of AIOTA can become a member of the State or City branches of the AIOTA.
- 8. The State or City branches must follow directives failing which the branch is liable to be derecognized by the Executive committee of the AIOTA.
- 9. The name of the branch shall always have the words "The \_\_\_\_\_ Branch of AIOTA"
- 10. The Executive Body of the branch shall be as follows:
  - a. Convener : 1
  - b. Co-convener/ Treasurer : 1
  - c. Executive Member : Minimum 4
- 11. The branch is responsible to scrutinize the membership status of a member with AIOTA before enrolling him/her as a member of a branch.
- 12. The academic activities of the branches, seminars, workshops shall always be conducted with the prior permission of the President of AIOTA.
- 13. Any certificate issued by the branches shall always bear the signature of the President AIOTA.
- 14. The Branch must obtain the approval of the executive of AIOTA before bringing out any publication in the name of the branch.
- 15. Quarterly report should be sent to the Secretary of the AIOTA.
- 16. List of the members should be sent to the Secretary, AIOTA.

**BYE-LAW - X :**

**ACADEMIC COUNCIL OF OCCUPATIONAL THERAPY (A.C.O.T.)**

*(Article 4 Sections III of the constitution)*

- 1. A.C.O.T. shall be constituent body of AIOTA of which the President of AIOTA shall always be the Executive Chairman.
- 2. ACOT shall transact all the members regarding the maintenance of the standards of education and training in this field, to promote research in the areas of interest, to maintain the ethics of the

profession, to advance the practice and to regulate private practice.

3. The A.C.O.T. shall act as an academic advisory body to the EC of the association.

4. **Objectives:**

- a. To maintain minimum academic standards in Occupational Therapy profession in India.
- b. To promote academic progress of Occupational Therapy through higher education and research.
- c. All other objectives of academics and standards of the profession.

**Functions:**

- a. To issue ACOT Registration Certificate to the Life Members/ Provisional Members bearing signature of Dean, ACOT & President, AIOTA.
- b. To organize and conduct Continuing OT Education Programs (COTE).
- c. To give opinion on the academic matters referred by EC of AIOTA.
- d. To maintain the register of Fellows of Council.
- e. It is responsible for recommending accreditation of the new OT Colleges to E.C. of AIOTA and periodical reviewing of previously accredited OT Colleges in accordance with WFOT norms. Retrospective accreditation will not be given to any of the OT Institution.
- f. The matters discussed in ACOT shall be presented to the E.C. of the Association for consideration and decision.

5. **Structure of ACOT:**

A. The Academic Council of Occupational Therapy will consist of following:

- a) Executive Chairman (President, AIOTA) : 1**
- b) Dean of the ACOT : 1**
- c) Executive Committee Members of the Council : 4**

Rest of the Fellow members will be called Fellows of ACOT.

B. The Tenure of Dean and EC shall be for four years w.e.f. April 01 of the election year of ACOT. There shall be only one post of Dean. He/ She shall be elected from among the Fellow Members of the Council in GB meeting of ACOT. Only the FELLOW of ACOT is eligible to contest for the position of Dean ACOT, only after he or she has worked at least 2 terms as EC of ACOT.

C. In order to hold the thumb rule of one person one post at a time, the Dean, ACOT & EC members of ACOT, constituting the ACOT will not contest for any of the posts of office bearers & EC members of AIOTA in AIOTA election, however in case he/she willing to do so may contest after resigning from ACOT.

6. **Procedure to be followed to become a Fellow of ACOT:**

The Fellowship of ACOT is awarded to the professionals in the field of Occupational Therapy for their outstanding contribution in the field of research and academics.

- a) A member of AIOTA who fulfills the laid down Criteria will have to apply to the Dean of the Academic Council of Occupational Therapy on the prescribed form.
- b) The ACOT will scrutinize the application of the member and on establishing, the eligibility to become Fellow of ACOT, recommend his/her name to the EC of AIOTA. The receipt of Fellowship will be honored as a Fellow of the Academic Council of Occupational Therapy (FACOT) at a conference or general body and shall be awarded a certificate and a FACOT shield.
- c) The prescribed fee of Rs. 8000.00 shall be payable after approval of EC of AIOTA.

d) **Eligibility:**

The applicant must fulfill the criteria as below to apply.

- i. Should be a member of AIOTA for not less than 20 years.
- ii. Should be Master in Occupational Therapy.
- iii. Should have at least five publications related to the field of Occupational Therapy: as an author/ contributing author in text book and/or principal author in Indexed journals.
- iv. Exemplary scientific contribution to the profession by

doing research in basic and/or related subjects to Occupational Therapy other than retrospective clinical studies will be considered as priority criteria.

- v. Only those members can apply whose Membership has not been withheld / suspended, and there have been no disciplinary proceedings against the member due to any reason.

**7. Executive Chairman:**

He/She should be the elected President of AIOTA for the term. Immediately after declaration of election of President he/she will be eligible for the award of Fellowship.

- 8. The Fellowship should be conferred upon him/her by the Past President. He/She will execute the decisions of the Council.
- 9. Only the Fellow of the Academic Council shall be entitled to suffix FACOT to their names.
- 10. Academic Council shall confer the Certificate of registration to life members of AIOTA.
- 11. ACOT number shall be quoted as registration number.
- 12. The ethics & discipline of the members of ACOT shall be governed by ARTICLE X Section I & II of the constitution & Bye-law III.

**BYELAW - XI :**

**AIOTA CONFERENCES-OTICON**

*(Article 3-c & j of the constitution)*

- 1. Annual National conference (OTICON) shall be organised as far as possible once in a year.
- 2. Invitation to host the conference be offered during Annual General body meeting.
- 3. In case of no bid AIOTA EC shall explore the feasibility of conducting conference at appropriate place & time. Conference shall be organised in accordance with guidelines provide in the conference manual.
- 4. Organising Secretary shall be appointed by EC who will form an Organising committee in consultation with State Branch and/or members of that state.
- 5. The Chairperson of Scientific Program Committee shall be nominated (preferably one of the EC members) by the EC, AIOTA, who will form two members committee with information to EC.

- 6. A preconference Continuing OT education (COTE) shall also be arranged by ACOT to update the members with recent trends and developments.
- 7. It shall be mandatory for the Organising Committee to pay 10% of Registration Fees. Non-compliance to this decision shall amount to initiation of disciplinary action by EC AIOTA as deemed fit.

**BYELAW - XII:**

**WORLD FEDERATION OF OCCUPATIONAL THERAPY (W.F.O.T.)**

*(Article 3-f and Article 5 Section II-a of the constitution)*

- 1. India is a Founder Council Member of WFOT and will be represented to WFOT and its member countries by Delegates.
  - a. President AIOTA will represent India as WFOT Delegate
  - b. Vice President AIOTA will be First Alternate Delegate
  - c. Secretary will be Second Alternate Delegate
- 2. The Individual WFOT membership fee of the Delegates shall be remitted to WFOT along with organisational annual membership fee by Treasurer AIOTA.
- 3. AIOTA shall depute one of the Delegates to participate in WFOT Council Meeting to represent India/AIOTA, as for as possible once after every four years.
- 4. WFOT Delegate/s will be responsible to maintain international liaison.

**BYE-LAW - XIII :**

**AMENDMENTS TO THE CONSTITUTION**

- 1. Any of the clauses in the Constitution may be amended by 2/3 Votes in Annual General Body Meeting.
- 2. The proposed amendments in the constitution after EC approval shall be uploaded on AIOTA website at least 15 days prior to GB and will also be circulated to members during the GB meeting for approval.
- 3. The updated by-laws incorporating all amendments shall be printed as an official publication and shall be uploaded on the AIOTA Website [www.aiota.org](http://www.aiota.org) for information to the members.

**BYE-LAW - XIV :**

**CODE OF ETHICS (ARTICLE X SECTION II)**

Members of the association shall work on the basis of first contact/referral and shall observe following code of ethics.

i. **Responsibility to the Patient**

- a. In accepting his/her charge of responsibility for the Physical and Mental wellbeing of the patient, the Occupational Therapists should at all-time strive to give treatment of the highest level of professional skill.
- b. The Occupational Therapists must respect information of a confidential nature regarding the patient and should discuss only pertaining facts with other professional persons involved in the treatment program.

ii. **Responsibility to Professional Colleague**

The Occupational Therapist must show concern for loyalty to those practicing the same or other Professional skills, recognizing that only by achieving and fostering mutual respect and understanding can the greatest service be rendered to the patient.

iii. **Responsibility to the Employer**

The Occupational Therapist should be responsible to his employing Institution and should assist in interpretation of its functions within the community. He/She must accept his/her proper share of responsibility to the Organization and administration to the department to which he/she is appointed.

iv. **Responsibility to the Profession of Occupational Therapy**

- c. The Occupational Therapist must recognize his/her responsibilities in contribution to the growth and development of his/her profession through the exchange of information, raising of treatment and educational standards and improving conditions or employment by supporting his/her professional organizations at the local, national and International Levels.

v. **Responsibility to the Community**

The Occupational Therapist should promote information and understanding relative to the function and procedures of Occupational Therapy. He/ She should at all times recognize the fact that, in the eyes of the public, the attitude and philosophy he/she presents, portrays the profession.

vi. **Responsibility to the Association**

Member of AIOTA should be responsible to follow the rules and regulations of the AIOTA and maintain discipline by following & implementing the policy decisions of AIOTA in the interest of OT profession in India & abroad.

- • - • -

**IMPORTANT**

*Membership fee, subscriptions and all financial transactions related to AIOTA, ACOT, IJOT and others elaborated in Bye-laws, are subject to revision, as and when required, by the EC of the Association*

*(Ref: Article 7, Sections- I & II of the constitution).*