

POLICY MANUAL

2013 Edition

ADOPTED BY THE REPRESENTATIVE ASSEMBLY

Edited: 6/13

POLICY MANUAL PREFACE

PREFACE

The primary function of the Representative Assembly (Assembly; RA), as outlined in the Bylaws, is to set policy that will guide the direction of the profession. The official definitions of Policy and Procedure, as adopted by the Assembly in May 2002, are as follows:

POLICY

A definite course or method of action selected to guide and determine present and future decisions.

PROCEDURE

A particular way or series of steps followed to accomplish something or a way of acting; an established way of doing things.

Policy represents the highest level of decision within an organization and governs its structure, activities, or services provided. Policy perpetrates the stability of management, helps to integrate functions and activities, and encourages teamwork. Policy promotes consistency in management decisions and permits all members to fulfill their responsibilities by defining constraints within which they must operate, and providing a means by which authority can be delegated and conformance to Association Bylaws can be measured.

This manual contains the current policies, and to some extent the standards, of the American Occupational Therapy Association as identified through Assembly or Board of Directors action, either by resolution or by motion. The procedures of the Association are contained in the Association's *Procedural Manual*, which should be considered a companion document to this *Policy Manual*. The policies in this manual are grouped into six major categories: (1) General Internal Association Affairs, (2) Budget/Finance, (3) Membership, (4) External Association Affairs, (5) Positions/Stance, and (6) Board Policies. New policies are added each time they are adopted by the Assembly or Board.

Any member who identifies the need for an additional policy to guide the direction of the profession, or the need for a change in policy, should contact his or her Representative, the Recorder of the Assembly, or the Secretary of the Association for assistance in preparing a motion or resolution for action by the Assembly.

Based on motions adopted by the RA in 1976, 1980, 1986, 1994, and 2002.

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^{*}Please note that currently there are no electronic versions of these policies. Contact the Practice Group and the staff will provide you with a hard copy.

^{**}Policy number 3.9 (the number) was used twice and refers to two separate policies; however, both times the number was used, the policies were rescinded.

POLICY 1.1

Subject: Policy Manual Effective: 10/77

> Revised: 4/83, 4/85; 4/01, 6/03, 4/10 BPPC Reviewed: 10/01, 1/02, 1/03, 1/10

Code: RA Motion 10/77, 2003M54, 2010AprC1 Rescinded:

PURPOSE: To establish policies consistent with Association objectives.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association supports membership input regarding current trends in practice, education, and research for use in the formation of policy. The Assembly has the authority to instruct bodies within the Association to develop proposed policies for action by the Assembly.

- 2. The Board coordinates and ensures that appropriate mechanisms for implementation of the policy are established.
- 3. Members and Association staff and volunteers shall utilize current policy when carrying out Association activities.
- 4. Policies shall be reviewed periodically to ensure that they reflect current practice. A procedure for doing this shall be the responsibility of the Secretary.
- 5. The policies shall be contained in the Association's *Policy Manual*. New and revised policies shall be published annually in an AOTA official publication for dissemination to members.

POLICY 1.3

Subject: Format for Association Reports Effective: 10/77

Revised: 4/83, 4/98, 4/01, 6/03, 4/08 BPPC Reviewed:10/01, 1/02, 1/03, 1/08

Code: **RA Resolution 515-77, RA Motion 2003M54,** Rescinded:

2008C9

PURPOSE: To establish policy regarding a uniform format for Association reports.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. There shall be a uniform reporting format that is utilized by all official bodies or elected/appointed individuals within the Association when reporting on activities of the Association.
- 2. The uniform reporting format shall be approved by the Assembly with input from the Board.
- 3. The adopted reporting format shall be an attachment to the Administrative SOP.
- 4. Individual bodies within the Association may develop and utilize other formats for reporting within that body.

POLICY 1.4

Subject: Corporate Logo Effective: 10/77

Revised: 4/97, 4/99, 6/03, 2/09 BPPC Reviewed: 10/01, 1/02, 1/03,

1/04, 1/09

Code: **RA Motion 10/77, 2003M54, 2009FebCS124** Rescinded:

PURPOSE: To establish policy for the selection and adoption of a corporate insignia.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall establish a representative insignia for the corporation entitled "The American Occupational Therapy Association, Inc."

- 2. The insignia shall be called the Corporate Logo and shall be used to represent The Association, Inc.
- 3. The Board shall be responsible for the selection of an appropriate insignia and oversee the implementation of its use.
- 4. The Corporate Logo must be approved by the Board and application made to trademark said logo with the U.S. Patent and Trademark Office.
- 5. Corporate logos of The Association shall be owned by the Association, which shall hold the trademark.

POLICY 1.5-R

Subject: Copyright Effective: 4/95

Revised: 4/01, 6/03, 2/09

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/09

Code: **RA Motion 4/95, 2003M54, 2009FebCS125** Rescinded:

PURPOSE: To establish policy on materials copyrighted by the Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association reserves the right to retain the exclusive rights available under the copyright laws of the United States and all International Copyright Conventions for every publication and product developed using any Association funds or resources and also reserves the exclusive rights to publish every publication and product developed using any Association funds or resources.

- 2. This policy shall be administered in the best interests of the Association by the Executive Director according to copyright administration procedures approved by the Board.
- 3. The copyright administration procedures shall provide for copyright and licensing of Association materials, the use of permitted materials developed or owned by Association members for Association purposes, and determining the ownership of such materials.

POLICY 1.6

Subject: Establishment of Special Interest Sections Effective: 4/80

Revised: 4/83, 4/01, 6/03, 2/09 BPPC 10/01, 1/02, 1/03, 1/04,

Reviewed: 1/09

Code: RA Motion 4/80, 2003M54, 2009FebCS126 Rescinded:

PURPOSE: To establish policy for the creation and annual evaluation of Special Interest

Sections.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Special Interest Sections (SISs), SIS Subsections, SIS Networks, and SIS Forum Discussion Groups are created and continue to exist for reasons related to the needs of members of the Association.

- 2. Special Interest Sections might be created and maintained based on one or more of the following criteria:
 - a. The group represents a proportionately large number of Association members who practice in a specific setting, function, or area of intervention (10% of occupational therapist and occupational therapy assistant members will be used as a guide).
 - b. The group represents a setting, function, or area of intervention that while not significantly large in number relative to other SIS areas, is of key importance to the current or future status of the Association or profession (e.g., Educators of Occupational Therapy Assistants).
 - c. The group has a central role in helping to achieve the Association's Centennial Vision and Strategic Plan.
 - d. The group relates to an evolving critical practice area or to policy issues that are assumed to be of major concern for a period of no less than 10 years.
- 3. As professional issues evolve and change an SIS, Subsection, Network, or Forum Discussion Group may no longer warrant current status and it may be determined that the group is more appropriate with a different status (i.e., an SIS may become a Subsection, Network, or a Forum Discussion Group). The SIS SOPs provide specific procedures related to formation and dissolution of SISs, Subsections, Networks, and Forum Discussion Groups.
- 4. The Special Interest Sections Council (SISC) shall annually evaluate the criteria for applicability for ongoing and proposed Special Interest Sections.

POLICY 1.7

Subject: Association Awards and Recognitions Effective: 4/83

Revised: 4/95, 4/97, 4/99, 4/01,

6/03, 11/05, 2/09

BPPC Reviewed: 10/01, 1/02,

1/03, 9/05, 1/09, 9/11

Code: RA Motion 4/83, 4/85, 2003M54, 2005CO287,

2009FebCS127, 2011AprC15

Rescinded:

PURPOSE: To establish policy for Association awards and recognitions.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. The Association shall recognize exceptional contributions to the development of the profession and/or service to the Association.
- 2. There shall be the following Rosters for persons who meet the criteria established by the Assembly:
 - a. Roster of Fellows (Est. 1973)
 - b. Roster of Honor (Est. 1979)
- 3. There shall be the following Awards for persons who meet the criteria established by the Assembly:
 - a. Award of Merit (Est. 1950)
 - b. Eleanor Clarke Slagle Lectureship Award (Est. 1954)
 - c. Certificate of Appreciation (Est. 1973)
 - d. Award of Excellence (Est. 1976)
 - e. Cordelia Myers Writer's Award (Est. 1979)
 - f. Lindy Boggs Award (Est. 1982)
 - g. Health Advocate Award (Est. 1983)
 - h. Service Commendation (Est. 1983 Service "Award"; 2005—"Commendation")
 - i. AOTA/AOTF® Presidents' Commendation in Honor of Wilma L. West (Est. 1990)
 - j. Terry Brittell OTA/OT Partnership Award (Est. 1991)
 - k. Recognition of Achievement Award (Est. 1996)
 - 1. Jeanette Bair Writer's Award (Est. 2001)
 - m. SIS *OUATERLY* Excellence in Writing Award (Est. 2010)
 - n. Gary Kielhofner Emerging Leader Award (Est. 2011)
- 4. Other awards and recognitions established by the Association and approved by the Assembly shall appear in the Association's *Governance Manual* and on the Association Web site.¹

¹ An official list of all awards criteria and procedures of selection shall be maintained in the Association's *Governance Manual* and be available on the Association Web site.

POLICY 1.8

Subject: Standards of Practice Effective: 10/77

Revised: 4/00, 6/03, 4/06, 4/11 Reviewed BPPC: 10/01, 1/02, 1/03,

1/06, 1/11

Code: RA Resolution 497-77, RA Motion 2003M51,

2003M54, 2006C376, 2011AprC19

Rescinded:

PURPOSE: To establish policy identifying the Association's responsibility in

establishing and providing standards of practice for occupational therapists

(OT) and occupational therapy assistants (OTA).

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association has the authority and responsibility for establishing and providing Standards of Practice for the profession of occupational therapy.

- 2. Standards of practice are the accepted norms and expected behaviors for the delivery of client-centered occupational therapy services for persons, organizations and populations.
- 3. Standards of practice serve as a means for the profession to define and control its own practice.
- 4. Standards of practice identify the minimum standards for occupational therapy practice.
- 5. Standards serve to identify best practice for the delivery of occupational therapy services, to protect the rights of consumers, and to provide direction to the educational programs in the preparation of the OT and OTA.
- 6. Revision of the standards of practice may be necessary to reflect the changing scope of practice as well as advances in the theoretical basis upon which occupational therapy practice rests.
- 7. The primary responsibility for implementing standards of practice rests with the OT and OTA.
- 8. The procedures for management of standards are contained in the Association's procedural manual.

POLICY 1.9

Subject: **Open Meetings** Effective: **5/78**

Revised: 4/89, 4/99, 5/02, 6/03, 11/03

4/07, 11/07, 2/09

BPPC Reviewed: 10/01, 1/02, 1/03,

9/03, 1/07, 9/07, 1/09

Code: **RA Motion 4/78, 4/89, 2003M54, 2007C7,**

2007CO136, 2009FebCS128

Rescinded:

PURPOSE: To establish an open meetings policy for all Association meetings.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All official meetings sponsored by the Association shall be open to the membership except:

- a. Discussion of specific personnel performance, hiring, or firing to protect personal information of/or relating to a member or employee of the Association including Social Security number, compensation, and/or benefits.
- b. Disciplinary proceedings relating to a Board member in accordance with the Disciplinary Provisions of Robert's Rules of Order including review of an individual's alleged violation(s) of the AOTA *Occupational Therapy Code of Ethics and Ethics Standards* (2010).
- c. When disclosing confidential proprietary information relating to the operations of the Association, including business sensitive information such as detailed budget information; revenues, expenses, or future business plans and services; terms of agreements with vendors and other sensitive agreements; lists of members or subscribers' names and addresses; and internal information relating to technology.
- d. Confidential legal communications with legal counsel.
- e. For an exceptional reason that, by a vote of two-thirds of the members present at the meeting, they find the reason to be so compelling to close the meeting.
- f. Electronic and telephonic meetings other than Assembly Online meetings.

Policy 1.9 (cont'd) Open Meetings

2. The agenda of a regular meeting of the Board, the Assembly, and the Annual Business Meeting shall be published in an official publication of the Association (e.g., *OT Practice*®, Annual Conference program, AOTA Web site, etc.) at least 2 weeks prior to the meeting. The agenda shall contain the meeting starting time and location (including the address with building and room) as well as a statement indicating that it is an open meeting.

POLICY 1.11

Subject: The Philosophical Base of Occupational Effective: 4/79

Therapy

Revised: 6/03, 4/06

BPPC Reviewed: 10/01, 1/02, 1/03,

1/06, 9/11

Code: RA Resolution 531-79, RA Motion 2003M19,

2006C377, 2011AprC13

Rescinded:

PURPOSE: To establish a single philosophical base for the profession.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. There will be a single philosophical base for the profession.

- 2. The philosophical base will encompass the following points:
 - a. Occupations are activities that bring meaning to the daily lives of individuals, families, and communities and enable them to participate in society.
 - b. All individuals have an innate need and right to engage in meaningful occupations throughout their lives.
 - c. Participation in these occupations influences their development, health and well-being across the lifespan. As such, participation in meaningful occupation is a determinant of health.
 - d. Occupations occur within diverse social, physical, cultural, personal, temporal, or virtual contexts.
 - e. The quality of occupational performance and the experience of each occupation are unique in each situation due to the dynamic relationship between factors intrinsic to the individual, the contexts in which the occupation occurs, and the characteristics of the activity.
 - f. The focus and outcome of occupational therapy are individuals' engagement in meaningful occupations that support their participation in life situations.
 - g. Occupational therapy practitioners conceptualize occupations as both a means and an end to therapy. That is, there is therapeutic value in occupational engagement as a change agent, and engagement in occupations is also the ultimate goal of therapy.
 - h. Occupational therapy is based on the belief that occupations may be used for health promotion and wellness, remediation or restoration, health maintenance, disease and injury prevention, and compensation/adaptation.
 - i. The use of occupation to promote individual, community, and population health is the core of occupational therapy practice, education, research, and advocacy.

POLICY 1.12

Subject: Occupation as the Common Core of Effective: 4/79

Occupational Therapy Revised: 6/03, 4/06, 4/11

BPPC Reviewed: 10/01, 1/02, 1/03, 1/06,

1/11

Code: RA Resolution 532-79, RA Motion 2003M54,

2006C378, 2011AprC1

PURPOSE: To establish and define occupation as the core concept of the profession.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. There is universal acceptance within the profession that the application of occupation during evaluation and intervention improves occupational performance by supporting health and participation in life across varied contexts.

- 2. Facilitating procedures are acceptable as occupational therapy services primarily when used to prepare the client for better performance and prevention of disability through self-participation in occupation.
- 3. Educational curricula shall emphasize occupation as the common core of occupational therapy, with increased emphasis on the relationship between the evaluation process, facilitating procedures and client performance to enhance participation in society.
- 4. The use of occupation in education, practice, and continuing education is encouraged.
- 5. There is more creative engagement of the client in purposeful, motivating, and constructive occupations based on use of occupations in the therapeutic process.
- 6. Research that validates the effect of the client's participation in occupation to improve health and performance is supported.

POLICY 1.14.1

Subject: Censure Effective: 3/81

Revised: 6/93, 4/97, 4/99, 4/00, 5/04, 4/06,

2/09

Reviewed BPPC: 10/01, 1/02, 1/03, 1/04,

1/06, 1/09

Code: **RA Motion 3/81, 2004C56, 2006C400/401,**

Rescinded:

2009FebCS129

PURPOSE: To establish policy on censure.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All elected and appointed volunteer leaders may be censured for:

- a. Misconduct: This term is defined as a violation of the AOTA *Occupational Therapy Code of Ethics and Ethics Standards* (2010) (Code and Ethics Standards). Any behavior, public or private, that reflects negatively on one's professional role, the profession, and/or the Association is a violation of the Code and Ethics Standards.
- b. Gross neglect of duty and/or failure to perform in good faith the duties of the elected office or volunteer position as outlined in the standard operating procedures (SOPs)/job descriptions (JDs).

POLICY 1.15

Subject: **Removal and Appeal** Effective: 4/85

Revised: 6/93, 4/97, 4/99, 4/00,

11/04, 4/06, 2/09

BPPC Reviewed: 10/01, 1/02,

9/04, 1/06, 1/09

Rescinded:

Code: RA Motion 4/85 (Substitution for Policies 1.15.1,

1.15.2, 1.15.3), 2003M54, 2004CO165, 2006C321/322,

2009FebCS130

PURPOSE: To establish policy concerning removal and appeal of elected and

appointed volunteer leaders.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All elected and appointed volunteer leaders may be removed for:

- a. Failure to accurately report or maintain qualifications for the office or position held, including maintaining the credentials and criteria for eligibility for the office, or
- b. Failure to perform official duties of the office or position held as defined in the governance documents, or
- c. Failure to declare a material conflict of interest in violation of the Association's official policy or other action/omission of influence, or
- d. Misuse of proprietary or confidential information, or
- e. Violation of any fiduciary duty, or
- f. Proven unethical behavior in the conduct of the position held or proven conduct that reflects negatively on the reputation of the profession or Association.
- 2. The procedure for removal and appeal shall be contained in the Association's *Procedural Manual*.

POLICY 1.16

Subject: Official Publications Effective: 3/81

Revised: 4/98, 6/03

BPPC Reviewed: 10/01, 1/02,

1/03, 1/04, 1/09

Code: **RA Motion 3/81, 2003M54** Rescinded:

PURPOSE: To establish policy on designation of official publications.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Official publications may be designated by the Board as long as the publications conform to the criteria identified in this policy.

- 2. The publications that are declared official publications must be representative of the membership and its concerns.
- 3. The publications designated as official must be available to all members.
- 4. Official publications shall be owned and published by the Association or under its auspices and control.

POLICY 1.17

Subject: Reduced Membership Fees for OTs and OTAs

65 or Older and no Longer Employed

Effective: 3/81

Revised: 4/95, 4/99, 6/03, 4/06, 4/11 BPPC Reviewed: 1986, 10/01, 1/03,

1/06, 1/11

Code: RA Resolution 575-81, RA Motion 4/95,

2003M54, 2006C389, 2011AprC2

Rescinded:

PURPOSE: To establish policy on reduced membership fees for occupational therapists

and occupational therapy assistants who are 65 or older and no longer

employed.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. With verification, an OT or OTA who is 65 or older, no longer employed, and a member is eligible for a reduced membership fee.

- 2. The reduced membership fee shall be one-half of the annual fee for membership as set by the Assembly.
- 3. This reduced membership fee is granted only for the entire annual year period. No partial reductions will be made.

POLICY 1.19

Subject: Association Planning Process Effective: 4/88

Revised: 3/92, 4/97, 4/00, 6/03, 11/04 BPPC Reviewed: 10/01, 1/02, 1/03,

9/04, 1/11

Code: **RA Motion 4/88, 2003M54, 2004CO166** Rescinded:

PURPOSE: To establish policy regarding the Association planning process.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall have a planning process that integrates and links the Association Bylaws, policies, goals, objectives, budget, and activities. The process shall be based upon the Association's vision, mission, and values, including the development and implementation of a plan with operational objectives.

- 2. The Vice President shall be responsible for the development and implementation of a process that assures broad membership input into the development and ongoing review of the plan.
- 3. The Assembly has the authority and responsibility for monitoring and revising the goals and objectives of the Association through the planning process.
- 4. The Board is responsible for the prioritization, implementation, and ongoing review of the plan.
- 5. This Strategic Plan shall be reviewed annually, by all Association bodies with feedback to the Board.
- 6. The operational objectives shall link budget allocations to all activities that will ultimately accomplish the goals established in the plan.

POLICY 1.22

Subject: Conflict of Interest Effective: 10/77

Revised: 1986, 4/97, 4/99, 6/03, 5/05,

4/10

BPPC Reviewed: **10/01**, **1/02**, **1/03**,

9/04, 1/05, 1/10

Code: **RA Motion 10/77, 2003M54, 2005C230,**

Rescinded:

2010AprC2

PURPOSE: To state the Association's position regarding conflict of interest.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. A conflict of interest exists when an individual participates in Association business while having material personal, professional, business, financial, or volunteer responsibilities that could predispose or bias that individual to a particular view or goal. This could be in the execution of duties or in participation in debate or decision making.
- 2. All persons elected or appointed to carry out the business of the Association are responsible for their duties as defined in the Governance documents. At no time shall the personal, professional, business, financial, or volunteer responsibilities outside the Association take priority over the interests of the Association in the individual's execution of the duties of the position.
- 3. All persons elected or appointed to carry out the business of the Association must report a possible conflict of interest to the Association governance body of which they are a member.
- 4. If a real or perceived conflict of interest exists, the governance body of which he or she is a member will make a determination as to whether or not a conflict exists and what action, if any, should be taken in light of such a conflict.
- 5. If another person believes a real or perceived conflict of interest exists, he or she must request a judgment from the governance body of which he or she is a member as to whether a conflict exists.
- 6. If a conflict is determined, the following options are available:
 - a. If the conflict is substantial (accepting employment) and can reasonably be expected to be ongoing, the individual shall resign from one of the positions, or

Policy 1.22 (cont'd) Conflict of Interest

- b. If the conflict is related only to a particular issue under consideration, the individual shall declare that a conflict does or may exist and then recuse himself or herself from all discussion and voting on that issue, or
- c. Such other action as is appropriate under the circumstances.
- 7. Additional guidelines related to potential conflicts of interest may be defined in the Association's *Procedural Manual*.

POLICY 1.24

Subject: Antitrust Compliance Effective: 4/83

Revised: 4/96, 4/97, 4/99, 6/03, 4/07 BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/07, 1/09

Code: **RA Motion 4/83, 2003M54, 2007C1** Rescinded:

PURPOSE: To state the Association's position regarding compliance with federal and

state trade regulations and antitrust laws.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall comply with the letter and spirit of all federal and state trade regulations and antitrust laws.

- 2. Actions of the Association and its directors, officers, members, or employees that violate these regulations and laws are unequivocally contrary to Association policy.
- 3. This policy shall include, but shall not be limited to, the Annual Business Meeting and meetings of the Board, Assembly, and all advisory and decision-making bodies.
- 4. Activities or discussions shall be avoided relative to:
 - a. Pricing of professional services
 - b. Encouraging boycotts
 - c. Fostering unfair trade practices
 - d. Promoting monopolization
 - e. Violating federal or state trade regulations and antitrust laws
- 5. Legal counsel shall, where appropriate, attend meetings of the Board, Assembly, and other bodies of the Association.
- 6. Any AOTA volunteer leader, member, or staff who participates in conduct determined by a two-thirds vote of the Board to be contrary to the Association antitrust compliance policy shall be subject to disciplinary measures up to, and including, termination and/or removal.

POLICY 1.27-R

Subject: Editorial Policy For the American Journal of Effective: 7/94

Occupational Therapy (AJOT®) Revised: 4/01, 11/03, 4/07, 4/12 BPPC Reviewed: 10/01, 1/02, 1/03,

09/03, 1/07, 1/12

Code: **RA Motion 7/94, 2007C17, 2012AprC8** Rescinded:

PURPOSE: To establish responsibilities for the American Journal of Occupational

Therapy (*AJOT*®), which is the official journal of the Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The *AJOT* Editorial Board is responsible for *AJOT*® editorial policy.

2. The *AJOT* Editor-in-Chief is responsible to the Board.

- 3. The *AJOT* Editorial Board shall oversee *AJOT*, concerning content and quality. This committee shall consist of the Editor-in-Chief and 6 to 8 Associate Editors. The Editorial Board shall communicate to the Board at its regular meeting or more often as needed via reports by the Editor-in-Chief. Every 3 years, the Board shall interview, reaffirm or select a scholar to be the *AJOT* Editor-in-Chief. The *AJOT* Editorial Board shall recommend scholars for the Board's consideration.
- 4. The Executive Director is responsible to the Board for the fiscal management, technical editorial support, and publication and distribution of *AJOT*.
- 5. The *AJOT* Editor-in-Chief shall serve as an advisor to the Board when deemed desirable by the Board in order to transact business.
- 6. The AJOT Editorial Board is responsible to the AJOT Editor.

POLICY 1.28

Subject: **Publication of Items for Action to the** Effective: 4/85

Assembly Revised: 3/92, 4/95, 4/97, 4/01, 6/03, 11/05,

4/10

BPPC Reviewed: 10/01, 1/02, 1/03, 9/05,

1/10

Code: **RA Motion 4/85, 3/92, 4/95, 2003M54,** Rescinded:

2005CO297, 2010AprC3

PURPOSE: To establish policy concerning publication of proposed

resolutions/motions, which provide membership with adequate information to assist Representatives in making informed decisions.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All items for action, excluding new business, shall be posted to the AOTA Web site. These items may include, but not be limited to, proposed resolutions/motions; previously referred resolutions/motions; Commission, Committee, or Council items for action; and proposed policies.

- 2. Deadlines for receipt of proposed resolutions/motions and a resolution/motion review process shall be completed by the Agenda Chairperson in accordance with established procedures.
- 3. Proposed resolutions/motions from members and any items for action received prior to established editorial deadlines shall be published in an official publication.
- 4. The publication shall include contact information for all Representatives and a response form with adequate space for member comment.

POLICY 1.29

Subject: Approval of New and Revised Standard

Operating Procedures/Job Descriptions

Effective: 4/85 Revised: 4/98, 4/01

Revised: 4/98, 4/01 BPPC Reviewed: 10/01, 1/02, 1/10

Code: **RA Motion 4/85** Rescinded:

PURPOSE: To establish policy for review and approval of new and revised standard

operating procedures/job descriptions.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All new or revised job descriptions and standard operating procedures of the Assembly and bodies of the Assembly shall be adopted by the Assembly following review and recommendation by the Bylaws, Policies, and Procedures Committee (BPPC).

- 2. All new or revised job descriptions and standard operating procedures of the Board and bodies of the Board shall be adopted by the Board following review and recommendations by the BPPC.
- 3. Revisions or amendments to existing job descriptions and standard operating procedures recommended by the originator shall be evaluated by BPPC for:
 - a. Consistency of language and format, and
 - b. Compatibility with Association Bylaws and Policies.

POLICY 1.30-R

Subject: Official Documents of the Association Effective: 7/94

Revised: 4/01, 6/03, 11/07, 11/08 BPPC Reviewed: 10/01, 01/02, 1/03,

9/07, 1/08, 9/08

Code: RA Motion 7/94 (Replaces POLICY 1.30),

2003M54, 2007CO137, 2008CO103

Rescinded:

PURPOSE: To establish policy on Association official documents.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Official documents are those approved by the membership or other official body of the Association in conformance with applicable law, the Articles of Incorporation, or the Bylaws for the use of the Association and its membership.

- 2. Official documents of the Association may be classified as legal and professional.
 - a. Legal: Documents evidencing the corporate status of the Association and required by law for carrying out the activities of the Association. Examples are the Articles of Incorporation; Bylaws; Policies and Procedures; and official minutes of Assembly and Board meetings and the Annual Business Meeting.
 - b. Professional: Documents related to practice and standards of the occupational therapy profession. Examples are Standards of Practice, Standards of Continuing Competence, the AOTA *Occupational Therapy Code of Ethics and Ethics Standards (2010)*, educational standards, position papers, white papers, guidelines, and fieldwork evaluation forms.
- 3. Official documents, except confidential sections, shall be available to all members.

POLICY 1.31

Subject: **Disposition of Official Documents**Effective: 4/85

Revised: 4/88, 5/91, 4/96, 4/99, 6/03,

5/05, 2/09

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/05, 1/09 Rescinded:

Code: RA Motion 4/85, 2003M111, 2004C84, 2005C248,

2009FebCS131

PURPOSE: To establish policy on disposition of Association official documents.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Official documents, except confidential sections, shall be published in an official publication of the Association.

- 2. Minutes of the Annual Business Meeting and a summary of Assembly meeting minutes shall be published in *AJOT*®, either in print or online. Complete copies, including disseminated materials related to the meeting (except confidential items), shall be available to members from Association headquarters.
- 3. All official documents (except minutes, policies, Bylaws, and the Articles of Incorporation) shall be published in *The Reference Manual of the Official Documents of the American Occupational Therapy Association, Inc.*
- 4. A complete listing of official documents shall be published annually in the AJOT® archival issue, either in print or online.
- 5. Final disciplinary actions from the Ethics Commission (EC) shall be published in *AJOT*® and *OT Practice*®.
- 6. Final public disciplinary actions shall also be published on the AOTA Web site.

POLICY 1.31.2

Subject: **Archiving of Official Documents** Effective: 11/04

Revised: 11/04

BPPC Reviewed: 9/04, 1/10

Code: **RA Motion 2004CO169** Rescinded:

PURPOSE: To establish policy on archiving Association official documents.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Official documents, except confidential minutes and policies, shall be archived in an official publication of the Association.

- 2. Documents archived on the Web site will be available for 7 years.
- 3. All official documents (except confidential minutes) shall be archived in the Wilma L. West Library.
- 4. A complete listing of official documents that have been archived will be published annually in the *AJOT*® archival issue and placed on the AOTA and American Occupational Therapy Foundation (AOTF) Web sites.

POLICY 1.31.3

Subject: **Review of Association Activities** Effective: 4/97

Revised: 6/03

BPPC Reviewed: **10/01**, **1/02**, **1/03**

Code: **RA Motion 4/97, 2003M54** Rescinded:

PURPOSE: To establish policy for ongoing review and audit of current Association

activities and projects.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

There shall be provisions for ongoing review and audit of current Association activities and projects to determine effectiveness, continued value, and timeliness in meeting member needs and environmental demands, with criteria developed by the Board.

POLICY 1.33

Subject: Representation of Member Affiliates and

Members in Foreign Countries in Association

Printed Materials

Effective: 4/86

Revised: 4/00, 6/03, 4/10

BPPC Reviewed: 10/01, 1/02, 1/03, 1/10

Code: RA Motion 4/86, 2003M54, 2010AprC4

Rescinded:

PURPOSE: To establish policy that ensures fair representation in Association

materials of affiliates and members in foreign countries.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All Association affiliates and members in foreign countries are fairly represented in Association materials.

- 2. All outline maps used by the Association pertaining to membership data shall include all state, district, commonwealth, or territory affiliates representing Association members and members in foreign countries.
- 3. All tables issued by the Association pertaining to membership data shall include affiliates and members in foreign countries in proper alphabetical or geographical order.
- 4. Appropriate representations of outline maps and tabular forms are made available to Association headquarters staff, and Association bodies upon request.

POLICY 1.34

Subject: **Definitions of the Terms** *Policy* and *Procedure*

To Be Used in Association Documents

Effective: 4/86

Revised: **7/94**, **4/00**, **5/02**, **6/03**, **4/10** BPPC Reviewed: **10/01**, **1/02**, **1/03**, **1/10**

Rescinded:

Code: RA Motion 4/86, 2003M54, 2010AprC5

PURPOSE: To establish policy defining *policy* and *procedure* for use in Association

documents.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The following terms shall mean:

1. Policy: A definite course or method of action selected to guide present and future decisions.

2. Procedure: A particular way or series of steps followed to accomplish something or a way of acting; an established way of doing things.

POLICY 1.36

Subject: **Board and Specialty Certification** Effective: 4/87

Revised: 4/88, 7/90, 5/91, 6/03, 11/04,

4/07

BPPC Reviewed: 10/01, 1/02, 1/03,

9/04, 1/07, 1/12

Code: **RA Motion 4/87, 2003M54, 2004CO171,** Rescinded:

2007C2

PURPOSE: To establish policy on recognizing Association members who have

achieved board or specialty certification in occupational therapy.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall recognize members who have achieved board or specialty certification in an identified area of occupational therapy practice.

- 2. The objective of such recognition is to:
 - Create a community of occupational therapists and occupational therapy assistants
 who share a commitment to ongoing continuing competence and professional
 development.
 - b. Provide credentials to those who have met the criteria for board or specialty certification through the demonstration of advanced or specialized knowledge, critical and ethical reasoning, and interpersonal and performance skills in an identified area of occupational therapy practice.
 - c. Enable consumers and others to identify occupational therapists and occupational therapy assistants who have achieved board or specialty certification in an identified area of occupational therapy practice.

POLICY 1.37

Subject: Confidentiality Effective: 4/88

Revised: 4/00, 6/03

BPPC Reviewed: 10/01, 1/02, 1/03, 1/11

Code: **RA Motion 4/88, 2003M54** Rescinded:

PURPOSE: To establish policy on the Association's position on confidentiality and

protection of member interests and privacy.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The interests and privacy of the members of the Association shall be protected.

2. The integrity of the Association shall be protected.

POLICY 1.38

Subject: Scheduling of Official AOTA Meetings Effective: 11/89

Revised: 4/96, 4/99, 10/02, 6/03

BPPC Reviewed: 10/01, 9/02, 1/03, 1/04,

1/09

Code: RA Motion 4/89, 2003M54 Rescinded:

PURPOSE: To establish policy assuring that major official Association meeting dates do not

conflict with major religious holidays.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Annual Business Meeting and meetings of the Board and Assembly shall not be scheduled within 1 week of any nationally recognized or observed religious holiday.

POLICY 1.44

Subject: Categories of Occupational Therapy Effective: 7/94

Personnel Revised: 4/95, 4/96, 4/98, 4/99, 4/01,

4/06

BPPC Reviewed: 10/01, 1/02, 1/03, 1/06,

1/11

Code: **RA Motion 4/95, 4/96, 1998M22, 1999M29,** Rescinded:

2001C41, 2006C379

PURPOSE: To establish policy assuring that Association documents use consistent

terminology when referring to individuals who provide or support the

delivery of occupational therapy services.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The following terms are used as defined herein in all Association documents and publications:

- 1. Occupational Therapy Personnel: Individuals who work in an occupational therapy program/department/unit to ensure the delivery of occupational therapy services to consumers. Occupational therapy personnel may include occupational therapist (OT), occupational therapy assistant (OTA), occupational therapy student (OTS), occupational therapy assistant student (OTAS), and aide.
- 2. Occupational Therapist (OT): Any individual initially certified to practice as an OT or licensed or regulated by a state, commonwealth, district, or territory of the United States to practice as an OT and who has not had that certification, license, or regulation revoked due to disciplinary action.
- 3. Occupational Therapy Assistant (OTA): Any individual initially certified to practice as an OTA or licensed or regulated by a state, commonwealth, district, or territory of the United States to practice as an OTA and who has not had that certification, license, or regulation revoked due to disciplinary action.
- 4. Occupational Therapy Student (OTS): Any individual who is enrolled in an occupational therapy educational program that is accredited, approved, or pending approval or accreditation by ACOTE[®].

POLICY 1.44 (cont'd) Categories of Occupational Therapy Personnel

- 5. Occupational Therapy Assistant Student (OTAS): An individual who is enrolled in an occupational therapy assistant educational program that is accredited, approved, or pending approval or accreditation by ACOTE[®].
- 6. Occupational Therapy Practitioner: An individual initially certified to practice as an OT or OTAor licensed or regulated by a state, district, commonwealth, or territory of the United States to practice as an occupational therapist or occupational therapy assistant and who has not had that certification, license, or regulation revoked due to disciplinary action.
- 7. Aide: A person who is not licensed or regulated and who provides supportive services to OTs and OTAs. An aide shall function under the guidance and responsibility of the licensed or regulated occupational therapist and may be supervised by the occupational therapist or an occupational therapy assistant for specifically selected routine tasks for which the aide has been trained and has demonstrated competence. The aide is not a primary service provider of occupational therapy in a practice setting and does not provide skilled occupational therapy services.

POLICY 1.45

Subject: Election Campaign Policy Effective: 4/95

Revised: 4/01, 6/03, 1/13

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/09, 1/13

Code: **RA Motion 4/95, 2003M54** Rescinded:

PURPOSE: To establish policy regarding election campaigning.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

Candidates running for Association elected positions have the right to campaign for office within guidelines established by the Volunteer Leadership Development Committee (VLDC).

POLICY 1.46

Subject: Assembly Election Area and Representation Effective: 4/97

Revised: 4/99, 4/01, 6/03, 4/07, 6/13

BPPC Reviewed: 10/01, 01/02, 1/03,

1/07, 1/13

Code: **RA Motion 4/97, 2003M54, 2007C3** Rescinded:

PURPOSE: To establish policy determining boundaries for electing Representatives

and determining representation in the Assembly.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Members shall designate to the Association their election area at least annually.

- 2. An OT or OTA member may select the election area in which to vote for Representative following the procedures outlined in the Association's *Procedural Manual*. An OT or OTA member may vote in only one election area in any one annual membership year.
- 3. The Assembly shall have proportional representation. An election area whose membership as of December 31 is:
 - a. Less than 5% of the total Association voting membership shall be entitled to one Representative.
 - b. Five percent or greater and less than 10% of the total Association membership shall be entitled to two Representatives.
 - c. Ten percent or more of the total Association membership shall be entitled to three Representatives.
 - d. The maximum number of Representatives in an election area is three.
- 4. Any election area that has demonstrated two years of sustained growth over the required percentage is entitled to an additional Representative, based on the December 31 membership census, is entitled to conduct an election for a Representative, to take office on July 1 of the following year.
- 5. If an election area's membership has demonstrated two years of sustained decline in which the percentage falls below the level required for an additional position, that Representative are entitled to complete their 3-year term of office.

POLICY 1.46 (Cont'd) Assembly Election Area and Representation

6. The Credentials Review and Accounting Committee (CRAC) of the Assembly shall inform the presiding officer of the election area of the number of Representatives to which the election area is entitled.

POLICY 1.47

Subject: Association Ad Hoc Committees Effective Date: 5/02

Revised: 6/03, 4/07, 11/11

Reviewed BPPC: 1/03, 1/04, 1/07, 9/11

Code: **RA Motion 2002M24, 2003M55, 2007C4,** Rescinded:

2011NovC41

PURPOSE: To establish policy defining Ad Hoc Committees.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. All committees not identified in the Bylaws will be ad hoc.

- 2. An ad hoc committee has the following characteristics:
 - a. Committee members shall be appointed.
 - b. The committee shall be charged with a specific task.
 - c. The committee shall not duplicate a task of an existing body.
 - d. The committee shall present a final report to the appropriate body by a designated date.
 - e. The committee shall be discharged after presentation of final report.
- 3. All ad hoc committees shall be established by the Board or Assembly to consider, investigate, or take action on certain matters or subjects.
- 4. Appointments to ad hoc committees shall take into consideration utilizing all the contemporary tools available through the Association.

POLICY 1.48

Subject: Emergency Effective Date: 5/02

Revised: 6/03, 11/05

BPPC Reviewed: 1/03, 1/04, 9/05, 1/09

Code: **RA Motion 2002M39, 2003M54, 2005CO296** Rescinded:

PURPOSE: To establish policy for emergencies.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

An emergency is an event or series of events that would alter the Association's ability to effectively conduct business for more than 2 business days. An emergency may result from

- 1. Natural disasters,
- 2. Manmade disasters,
- 3. Damage to Association headquarters that interferes with the Association's ability to conduct business,
- 4. Loss of a majority of Association officers and officials due to resignation, removal, or death, or
- 5. Federal, state, or local governmental action taken in response to civil unrest or international events that would interfere with Association activities.

A declaration of an emergency may be made by one of the following: the Executive Director, the President, or the Vice President; or in the absence of the forenamed individuals, a majority of the senior staff (e.g., the Chief Officers). The declaration is to respond to the conditions referenced in items one through five above.

Declaration of an emergency shall be in writing signed by named official(s) and provide for the suspension of Policy 2.1, Budgetary Process, for a period of 90 days or until a Board Meeting can be convened to address the emergency. In the event of an above referenced emergency the Executive Director or senior staff shall be permitted to expend up to one (1) month operating expenses based upon current approved budget for the Association. These emergency funds shall be used exclusively to protect volunteers; staff; Association plant, property, and equipment; and the reputation and standing of the profession.

The guiding principle in the event of an emergency shall be preservation of life, protection of the Association's assets, and the return to operational status as soon as possible.

POLICY 1.49

Subject: Oath of Office Effective: 5/04

Revised: 11/04, 4/10

Reviewed BPPC: 9/04, 1/10

Code: **RA Motion 2004C77, 2004CO170, 2010AprC6** Rescinded:

PURPOSE: To be used as a commitment statement made by all elected or appointed

volunteer sector individuals as they assume a governing role in the

Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. An oath of office shall be used to swear in officers, officials, or other leaders and members as they assume their official positions in the Association.

- 2. The oath of office will be administered at a public Association governance body meeting by the presiding official or his or her designee and noted in the official minutes.
- 3. The Oath of Office is:

I, (name), willingly accept the duties and responsibilities of the office to which I have been elected or appointed. I agree to perform those duties to the best of my abilities. I further declare that I will uphold the Articles of Incorporation, the Bylaws, the Policies, and the AOTA *Occupational Therapy Code of Ethics and Ethics Standards (2010)* for the good of the organization and its members.

POLICY 1.50

Subject: Organizational Advisors Effective: 5/05

Revised: 4/07

BPPC Reviewed: 1/05, 1/07, 1/12

Code: **RA Motion 2005C182, 2007C40** Rescinded:

PURPOSE: To establish policy regarding the role of Organizational Advisors to the Board.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Organizational Advisors to the Board include:

- a. World Federation of Occupational Therapists (WFOT) Delegate
- b. Accreditation Council for Occupational Therapy Education (ACOTE®) Representative
- c. Association of Student Delegates (ASD) Representative
- d. Affiliated State Association Presidents (ASAP) Representative
- e. American Occupational Therapy Political Action Committee (AOTPAC)
 Representative
- f. American Occupational Therapy Foundation (AOTF®) Representative
- g. Any person whom the Board may invite to a Board meeting to advance the business of the Board
- 2. Each leader of these respective organizations shall serve as the Organizational Advisors to the Board with the ACOTE® and AOTF® representatives attending all Board meetings.
- 3. Organizational Advisors shall assist the Board and promote active collaboration and effective dialogue between the Board, appropriate bodies of the Board, the Assembly, and AOTF®. Areas of dialogue include Association strategic planning and budget formulation sessions, in addition to programs and subjects important to specific bodies.
- 4. The Board may provide specific requests to the AOTA-based Organizational Advisor describing matters or issues to assist the Board in addressing the business of the Association.
- 5. Each AOTA-based Organizational Advisor shall support the mission and purpose of the Association, Strategic Plan, and programs through its activities in accordance with the Bylaws and policies of the Association.

POLICY 1.51

Subject: Consent To Serve Effective: 4/06

Revised:

BPPC Reviewed: 1/11

Code: **RA Motion 2006C314** Rescinded:

PURPOSE: To ensure that elected or appointed Association volunteers are aware of the critical documents of the Association and consent to serve in the positions to which they are elected or appointed.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. Any individual who is elected or appointed to an Association position will sign the Consent to Serve Form.
- 2. It shall be the responsibility of the presiding official of the appropriate body, or his or her designee, to obtain these signed forms.
- 3. Signed forms must be completed prior to the start of the term of office and shall be retained for 7 years.
- 4. These forms will be housed at the Association headquarters with the Association staff liaison.

POLICY 1.53

Subject: Language Related to OT and OTA Roles and

Responsibilities in Association Publications

Effective: 11/06

Revised:

BPPC Reviewed: 9/06, 1/11

Code: **RA Motion 2006C412** Rescinded:

PURPOSE: To ensure consistency in the use of language related to occupational therapist (OT) and occupational therapy assistant (OTA) roles and responsibilities in Association publications.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. The roles and responsibilities of the OT and OTA shall be considered in Association publications and when appropriate, role distinctions shall be consistently clarified with the use of the most current version of: *Guidelines for Supervision, Roles and Responsibilities During the Delivery of Occupational Therapy Services; Standards of Practice for Occupational Therapy; Scope of Practice; Standards for Continuing Competence;* the *Occupational Therapy Code of Ethics and Ethics Standards (2010)*; and any other appropriate and official document.
- 2. Author and reviewer guidelines for Association publications shall use language regarding OT and OTA roles that include the role distinctions clarified in the documents listed in number 1 (above).
- 3. The term *occupational therapy practitioner* shall be used when it refers to both OTs and OTAs and their roles and responsibilities noted in the documents listed in number 1. When referring to the distinct and separate roles and responsibilities of OTs and OTAs, the terms, *OT* and *OTA* shall be used.

POLICY 2.1

Subject: **Budgetary Process** Effective: 4/77

Revised: 4/95, 4/01, 6/03, 4/08

BPPC Reviewed: 10/01, 1/02, 1/03, 1/08

Code: **RA Motion 4/77, 4/95, 2003M54, 2008C10** Rescinded:

PURPOSE: To establish policy regarding the Association budgetary process.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall provide the necessary financial support for its activities through the budgetary process established by the Board in collaboration with the Executive Director.

- 2. Approved activities shall be funded according to priorities established by the Board and/or Assembly and must be consistent with the Association's Strategic Plan/Centennial Vision.
- 3. Activities not budgeted in the current fiscal year that require expenditure of Association funds must come through the Treasurer for review and submission to the Board for approval. Projects that address the Strategic Plan/Centennial Vision and require a budget of \$25,000 or less may be approved by the Executive Director.

POLICY 2.2.1

Subject: Contribution of Fees to the American Effective: 4/80

Occupational Therapy Foundation (AOTF) Revised: 4/80, 4/98, 4/01, 6/03

BPPC Reviewed: 10/01, 1/02, 1/03,

1/10

Code: RA Resolution 563-80 (Amends Resolution

505-77, Policy 2), RA Motion 2003M54

Rescinded:

PURPOSE: To establish policy regarding the Association membership fee contribution

to AOTF.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Two percent (2%) of each person's annual Association membership fees shall be designated as a contribution to the AOTF to support AOTF's mission.

- 2. There shall be a statement on the Association annual membership fee invoice and new member application that two percent (2%) of each member's fee is designated as a contribution to the AOTF.
- 3. The Association shall serve as a receiving agent for such contributions and the amounts of such contributions will be transferred to AOTF on a monthly basis.

POLICY 2.3

Subject: Travel and Per Diem Reimbursement for Effe

Official Bodies of the Association

Effective: 5/78

Revised: 4/86, 4/95, 4/96, 4/97, 4/01, 6/03,

5/05

BPPC Reviewed: 10/01, 1/02, 1/03, 1/05,

1/10

Code: RA Motion 4/86 and 4/95 (Supersedes

POLICY 2.3, POLICY 2.4, and POLICY

2.5 of 1978), 2003M54, 2005C252

Rescinded:

PURPOSE: To establish policy regarding travel and per diem reimbursement for

Association bodies.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. Travel and per diem reimbursement shall be authorized for Association bodies, within the budgetary limitations of the Association, for meetings necessary to conduct the business of the Association as authorized in the Bylaws.
- 2. The per diem rate shall be determined by the Treasurer in collaboration with the Chief Financial Officer (CFO) of the Association and ratified by the Board.

POLICY 2.6

Subject: Composition of Association

Bodies

Effective: 4/80

Revised: 4/83, 4/85, 4/88, 6/93, 4/95, 4/98, 4/99, 4/01, 4/80, 4/83, 4/85, 4/88, 6/93, 4/95, 6/03, 4/08,

11/08, 11/11

BPPC Reviewed: 10/01, 1/02, 1/03, 1/08, 9/08, 9/11

Rescinded:

Code: RA Motion 2003M54,

2008C11, 2008CO90,

2011NovC42

PURPOSE: To establish policy identifying the Association's position on Association body

composition.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Association bodies shall address charges as directed and operate within their allocated budget.

- 2. An individual appointing members to an Association body shall consider inclusion of occupational therapists or occupational therapy assistants, the ability/skills of the candidate to perform the position, clinical experience, diversity, and geographic representation needed to provide inclusive membership representation to address the assigned charge.
- 3. An individual appointing members to an Association body shall also utilize all the contemporary tools available through the Association.

POLICY 2.8

Subject: Charges for Activities/Services of the Effective: 10/77

Association Revised: 4/95, 4/98, 6/03

BPPC Reviewed: 10/01, 1/02, 1/03, 1/10

Code: **RA Motion 4/77, 4/95, 2003M54** Rescinded:

PURPOSE: To establish policy regarding charges for Association services/activities.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

For those Association activities and services for which a fee is charged, the fee shall be established to at least cover the costs of the activity (e.g., continuing education courses, publications).

POLICY 2.13

Subject: Compensation for Writing Association Effective: 7/94

Documents Revised: 4/97, 4/01, 5/02, 6/03

BPPC Reviewed: 1/02, 1/03, 1/10

Code: RA Motion 7/94, 2003M54 Rescinded:

PURPOSE: To establish policy regarding compensation for writing Association

documents.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT

1. Individuals may be compensated for writing Association documents if:

- a. The person does not serve on the Association body that is responsible for the development and production of the document.
- b. The personal or financial gain of the individual does not take priority over the best interests of the Association in the writing of the document.
- c. Any compensation paid does not violate Article II, Section 1.A., of the Association Bylaws (Non-inurement).
- 2. The Association reserves the right to retain or publish the document, and reserves all copyrights pursuant to Policy 1.5-R (Copyright).
- 3. The Board shall be responsible for administering this policy and determining whether compensation is appropriate.

POLICY 2.14

Subject: Net Assets (Formerly General Reserve Effective: 4/95

Fund) Revised: 4/98, 6/03, 5/04

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/10

Code: **RA Motion 4/95, 2003M54, 2004C59** Rescinded:

PURPOSE: To establish policy establishing a minimum reserve level of liquid assets

to equal estimated resources needed for the Association to operate in the

event of an emergency.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall maintain reserve funds in cash, cash equivalents, other short-term assets, and investments to meet its obligations in the event of an emergency.

- 2. The reserve level of these funds of the Association shall be maintained at between 15% and 25% of the budgeted annual expenses of the Association.
- 3. The reserve level will be reviewed at the end of each fiscal year to ensure compliance.
- 4. The Treasurer, representing the Board, will be notified by the Executive Director if the level of reserve does not conform to established criteria.
- 5. The Treasurer will recommend a plan to the Board for managing the critical period of emergency recovery.

POLICY 3.4

Subject: Entry-Level Education of Occupational

Therapists and Occupational Therapy

Assistants

Effective: 4/89

Revised: 4/97,4/98,4/00, 6/03, 4/11

Reviewed BPPC: 10/01, 1/02, 1/03, 1/11

Rescinded:

Code: **RA Motion 4/83, 4/87, 4/89, 2003M54,**

2003M56, 2011AprC5

PURPOSE: To state the education required for entry into occupational therapy.

IT SHALL BE THE POLICY OF ASSOCIATION THAT:

1. The American Occupational Therapy Association recommends and supports entry-level education at the associate degree level for occupational therapy assistants.

- 2. The American Occupational Therapy Association recommends and supports entry-level education at the master's and doctoral degree levels for occupational therapists.
- 3. Consistent with the Association's desire to improve practice, education, and research, the Association will take active steps to promote new programs at the graduate level and to assist existing professional programs to develop in ways that are congruent with the preparation of graduates who have the ability to frame, analyze, and solve complex practice problems.

POLICY 3.8

Subject: Support of Graduate Education Effective: 4/87

Revised: 4/89, 4/97, 4/99, 5/02, 6/03,

4/11

BPPC Reviewed: 10/01, 1/02, 1/03,

1/11

Code: **RA Motion 4/87, 4/89, 2003M54, 2011AprC6** Rescinded:

PURPOSE: To state the Association's position on graduate education.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association acknowledges the importance and contribution of graduate education to further the development of occupational therapy.

- 2. The Association strongly supports the development and expansion of postprofessional master's and doctoral degrees, and postdoctoral fellowships.
- 3. The Association recognizes that graduate education is essential because it:
 - a. Educates occupational therapy practitioners who can address the complexities of service delivery and incorporate change in practice based on emerging evidence and future trends.
 - b. Provides initiatives for advanced practice, theory development, and research.
 - c. Creates a pool of qualified applicants for faculty positions.

POLICY 3.11

Subject: Competence and Continuing Competence Effective: 7/94

Revised: 4/98, 6/03, 4/06

BPPC Reviewed: 10/01, 1/02, 1/03, 1/06,

1/11

Code: **RA Motion 7/94, 2003M54, 2006C341** Rescinded:

PURPOSE: To establish policy for the process of developing, maintaining, and

updating competence and continuing competence of Association members.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Occupational therapists (OTs) and occupational therapy assistants (OTAs) shall actively develop, maintain, and update competence and pursue continuing competence in order to ensure the provision of high quality practice.

- 2. The AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010) holds occupational therapists and occupational therapy assistants accountable to achieve and maintain their own competence.
- 3. The Association shall support the efforts of members to maintain competence and develop continuing competence; support may include, but is not limited to, the following:

Competence:

- A. Development and promotion of the Standards of Practice.
- B. Development of the Code and Ethics Standards.
- C. Development of educational standards.
- D. Accreditation of occupational therapy education programs.
- E. Development and distribution of Association practice-related documents.

Continuing Competence:

- A. Development and promotion of the Standards for Continuing Competence.
- B. Development of a variety of methods of self-assessment, a dynamic process that facilitates movement through various stages of professional development.
- C. Development, implementation, and administration of Board Certification and Specialty Certification programs.
- D. Development, provision, and coordination of resources for continuing education and other learning activities.
- E. Development, provision, and coordination of resource, network, and information systems.

POLICY 4.2

Subject: **Participation in Inter-Organizational** Effective: 4/77

Relations Revised: 4/96, 4/99, 5/02, 6/03

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

1/09

Code: RA Resolution 479-76, RA Motion 2003M54 Rescinded:

PURPOSE: To establish policy identifying criteria for the Association's participation in

inter-organizational relations.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Association may participate in relationships with other organizations. The goals of the Association for participating in such relationships include, but are not limited to:

- 1. Serving the interests of its members and advancing the Association's mission and strategic goals.
- 2. Promoting the value and contributions of the profession to the general public and/or target populations (e.g., policymakers, payers, employers).
- 3. Promoting access to and equitable payment for occupational therapy services.
- 4. Acquiring needed resources, competencies, and expertise.
- 5. Promoting improved public health and wellness.
- 6. Engaging in legislative and regulatory advocacy support on behalf of the profession.

POLICY 4.4

Subject: **Agreements** Effective: 5/78

Revised: 4/96, 4/99

BPPC Reviewed: 10/01, 1/02, 1/04, 1/09

Code: **RA Motion 4/78** Rescinded:

PURPOSE: To establish policy regarding AOTA agreements.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Association shall not execute any agreement that is inconsistent with any Association policy adopted by the Assembly.

POLICY 4.6

Subject: Grant Proposal Support Effective: 4/80

Revised: 4/96, 5/02

BPPC Reviewed: 10/01, 1/02, 1/04, 1/09

Code: **RA Motion 4/80, 4/96, 2002M30** Rescinded:

PURPOSE: To identify policy on Association financial or non-financial support of grant proposals.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Upon request, financial or non-financial support may be provided for grant proposals that satisfy criteria delineated in this policy.

- 2. The grants receiving Association support shall meet standards of professional competence and current priorities as determined by the Association.
- 3. The grants that receive support shall provide substantial evidence of achieving the goals and objectives of this policy.

POLICY 4.8

Subject: Collective Bargaining Effective: 4/83

Revised: 4/97, 4/99, 5/02, 6/03 BPPC Reviewed: 10/01, 1/03,

1/04, 1/09

Code: **RA Motion 4/83, 2003M54** Rescinded:

PURPOSE: To state the Association's position on collective bargaining of members.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. Occupational therapy practitioners have the individual right to participate in the process of collective bargaining under existing state and federal labor relations laws.

- 2. It is not a violation of the AOTA *Occupational Therapy Code of Ethics and Ethics Standards* (2010) for a member who belongs to a collective bargaining unit to participate in a strike called by that collective bargaining unit.
- 3. The Association shall not engage in collective bargaining on behalf of its members.

POLICY 4.9

Subject: **International Involvement** Effective: 4/90

Revised: **7/94, 4/00, 6/03**

BPPC Reviewed: 10/01, 1/02, 1/03, 1/10

Code: **RA Motion 4/90, 2003M54** Rescinded:

PURPOSE: To state the Association's position regarding international occupational

therapy activities.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Association supports the development and expansion of occupational therapy activities in the international arena.

POLICY 4.11

Subject: Endorsements, Partnerships, or Effective: 4/98

Sponsorships Revised:

BPPC Reviewed: 10/01, 01/02, 1/04,

1/09

Code: **RA Motion 4/98** Rescinded:

PURPOSE: To establish policy on Association endorsements, partnerships, or

sponsorships.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association may enter into endorsement, partnership, or sponsorship arrangements if they:

- a. Provide a tangible benefit to the Association and its members.
- b. Increase desirable visibility of the Association and the profession.
- c. Are consistent with the mission statement and Strategic Plan of the Association.
- d. Do not risk the assets or integrity of the Association and/or the profession and do not impose unreasonable management demands.
- 2. Arrangements are time limited and will be reconsidered annually.

POLICY 4.12

Subject: Acknowledgement to Employers of

Contributions by Association Leaders

Effective: 11/04

Revised: 11/04, 4/08

Reviewed BPPC: 9/04, 1/08

Code: **RA Motion 2004CO167, 2008C31** Rescinded:

PURPOSE: To raise the visibility of OTs' and OTAs' contributions to the Association

with their employers, the Association will emphasize the contributions

volunteers make to the profession.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1 Elected or appointed officials may request that a letter to be sent to their employer to show the Association's appreciation for their service to the profession.

2. If requested by an elected or appointed Association leader, the President will send a letter to the employer.

POLICY 5.1

Subject: Official Positions of the Association Effective: 4/77

Revised: 4/95, 6/03, 4/10

BPPC Reviewed: 10/01, 1/02, 1/03, 1/10

Code: **RA Motion 4/77, 4/95, 2003M54, 2010AprC7** Rescinded:

PURPOSE: To establish policy regarding official positions of the Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association shall identify its position regarding the current trends in practice, education, and research as related to the health, economic, social, and legislative environments.

- 2. Potential policies identified in official positions shall be brought to the Assembly for action.
- 3. Members are encouraged to submit documents for consideration as official positions of the Association.
- 4. Adopted positions should be used by members and Association headquarters staff when representing the Association.
- 5. Official positions must be kept current. The procedure for review and maintenance of current positions shall be contained in the Association's *Procedural Manual*.
- 6. All adopted official positions shall be published in an official publication.
- 7. Members shall refer to Policy 1.30-R, Official Documents of the Association, for clarification of *official documents*.

POLICY 5.3

Subject: **Licensure** Effective: 10/77

Revised: 4/78, 3/81, 4/96, 4/99, 5/02, 6/03

Code: **RA Resolution 400-74, 500-77 and 501-77**

BPPC Reviewed: 10/01, 1/02, 1/03, 1/04,

 $(Supersedes\ Resolution\ 376\text{-}74),\ RA\ Motion$

1/09

2003M54

Rescinded:

PURPOSE: To state the Association's position regarding the licensure of occupational

therapists and occupational therapy assistants.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Association supports licensure of qualified occupational therapists and occupational
therapy assistants in order to protect consumers from services by unqualified practitioners
and the right of qualified occupational therapists to provide occupational therapy services and
the right of occupational therapy assistants to assist in the provision of occupational therapy
services.

- 2. The Association respects the autonomy and rights of affiliated state occupational therapy associations and the authority of their respective election area legislatures.
- 3. The Association encourages the use of The Association Definition of Occupational Therapy Practice for State Regulation and The Association Model Occupational Therapy Practice Act to ensure state-by-state uniformity of standards of practice, scope of occupational therapy practice, supervision standards, entry-level licensing requirements, and consumer protection, as well as to facilitate geographical mobility of occupational therapists and occupational therapy assistants.
- 4. The Association shall support those legislative bills that are in concert with currently established policies as indicated below:
 - a. The legislation should include licensing of both occupational therapists and occupational therapy assistants.
 - b. The legislation should include temporary or provisional licensure for new graduates and for new residents of an election area.
 - c. The legislation should include minimum licensure requirements. Under the legislation, an applicant applying for a license as an occupational therapist or as an occupational therapy assistant must demonstrate to the satisfaction of the licensing board or agency that the applicant:
 - i) Is in good standing as defined in the Association Model Occupational Therapy Practice Act.

POLICY 5.3 (cont'd) Licensure

- ii) Has successfully completed the academic requirements of an educational program for occupational therapists or occupational therapy assistants that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) or predecessor organizations.
- iii) Has successfully completed a period of supervised fieldwork experience required by the recognized educational institution where the applicant met the academic requirements described in Section (4)(c)(2).
- iv) Has passed the entry-level examination approved by the election area's occupational therapy licensing board or agency.
- d. The legislation should include minimum continuing competence requirements for licensure renewal. AOTA supports the enforcement role of state boards in assuring the ongoing qualifications of occupational therapists and occupational therapy assistants and recognizing multiple methods and pathways for occupational therapists and occupational therapy assistants to demonstrate their continuing competence.
- e. Exclusion clauses in the legislation should only deal with those professions and occupations licensed in an election area.
- 5. In the event that any legislation is proposed that is in conflict with these established policies, the President of AOTA and/or his or her designee(s) are authorized to bring the discrepancies to the attention of all AOTA members in the state and work for modifications of the bill or take action necessary to safeguard the integrity of the profession.

POLICY 5.3.1

Subject: **Definition of Occupational Therapy Practice**

for State Regulation

Effective: 3/92

Revised: 6/93, 7/94, 4/99, 6/03,

5/04, 4/11

Rescinded:

BPPC Reviewed: 10/01, 1/02, 1/03,

1/11

Code: RA Resolution 642-92 (Rescinds Res. 572-81)

RA Motions 1999M10, 1999M92, 2003M54,

2004C60, 2011AprC18

PURPOSE: To state the Association's occupational therapy definition for state regulation.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. A uniform definition of occupational therapy is desirable for occupational therapists and occupational therapy assistants to use in state regulatory laws for professional mobility and uniform standards.

2. The following definition is a recommended guide for state regulation:

The practice of occupational therapy means the therapeutic use of occupations, including everyday life activities with individuals, groups, populations, or organizations to support participation, performance, and function in roles and situations in home, school, workplace, community, and other settings. Occupational therapy services are provided for habilitation, rehabilitation, and the promotion of health and wellness to those who have or are at risk for developing an illness, injury, disease, disorder, condition, impairment, disability, activity limitation, or participation restriction. Occupational therapy addresses the physical, cognitive, psychosocial, sensory-perceptual, and other aspects of performance in a variety of contexts and environments to support engagement in occupations that affect physical and mental health, wellbeing, and quality of life.

The practice of occupational therapy includes:

- 1. Evaluation of factors affecting activities of daily living (ADL), instrumental activities of daily living (IADL), rest and sleep, education, work, play, leisure, and social participation, including:
 - a. Client factors, including body functions (such as neuromusculoskeletal, sensory-perceptual, visual, mental, cognitive, and pain factors) and body structures (such as cardiovascular, digestive, nervous, integumentary, genitourinary systems, and structures related to movement), values, beliefs, and spirituality.
 - b. Habits, routines, roles, rituals, and behavior patterns.
 - c. Physical and social environments, cultural, personal, temporal, and virtual contexts and activity demands that affect performance.

Policy 5.3.1 (cont'd) Definition of OT Practice for State Regulation

- d. Performance skills, including motor and praxis, sensory-perceptual, emotional regulation, cognitive, communication and social skills.
- 2. Methods or approaches selected to direct the process of interventions such as:
 - a. Establishment, remediation, or restoration of a skill or ability that has not yet developed, is impaired, or is in decline.
 - b. Compensation, modification, or adaptation of activity or environment to enhance performance, or to prevent injuries, disorders, or other conditions.
 - c. Retention and enhancement of skills or abilities without which performance in everyday life activities would decline.
 - d. Promotion of health and wellness, including the use of self-management strategies, to enable or enhance performance in everyday life activities.
 - e. Prevention of barriers to performance and participation, including injury and disability prevention.
- 3. Interventions and procedures to promote or enhance safety and performance in activities of daily living (ADL), instrumental activities of daily living (IADL), rest and sleep, education, work, play, leisure, and social participation, including:
 - a. Therapeutic use of occupations, exercises, and activities.
 - b. Training in self-care, self-management, health management and maintenance, home management, community/work reintegration, and school activities and work performance.
 - c. Development, remediation, or compensation of neuromusculoskeletal, sensory-perceptual, visual, mental, and cognitive functions, pain tolerance and management, and behavioral skills.
 - d. Therapeutic use of self, including one's personality, insights, perceptions, and judgments, as part of the therapeutic process.
 - e. Education and training of individuals, including family members, caregivers, groups, populations, and others.
 - f. Care coordination, case management, and transition services.
 - g. Consultative services to groups, programs, organizations, or communities.
 - h. Modification of environments (home, work, school, or community) and adaptation of processes, including the application of ergonomic principles.
 - i. Assessment, design, fabrication, application, fitting, and training in seating and positioning, assistive technology, adaptive devices, and orthotic devices, and training in the use of prosthetic devices.
 - j. Assessment, recommendation, and training in techniques to enhance functional mobility, including management of wheelchairs and other mobility devices.
 - k. Low vision rehabilitation.
 - 1. Driver rehabilitation and community mobility.
 - m. Management of feeding, eating, and swallowing to enable eating and feeding and performance.

Policy 5.3.1 (cont'd) Definition of OT Practice for State Regulation

- n. Application of physical agent modalities, and use of a range of specific therapeutic procedures (such as wound care management; interventions to enhance sensory-perceptual, and cognitive processing; and manual therapy) to enhance performance skills.
- o. Facilitating the occupational performance of groups, populations, or organizations through the modification of environments and the adaptation of processes.

POLICY 5.4

Subject: **Basic Rights for Human Beings** Effective: 10/76

Revised: 4/78, 5/91, 7/94, 6/03, 4/08

BPPC Reviewed: 10/01, 1/02, 1/03, 1/08

Code: RA Resolutions 475-76 and 463-75, RA Rescinded:

Motion 2003M54, 2008C8

PURPOSE: To state the Association's position regarding basic human rights.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The Association supports the belief that each human being has the capacity for intrinsic self-directedness and decision making.

- 2. Every individual is entitled to maximum opportunity to develop and utilize his or her abilities to participate in his or her life's occupations.
- 3. Every individual shall share the same basic human rights.
- 4. The Association through its members, bodies, officers, officials, and headquarters staff shall take actions to support the stated above beliefs.

POLICY 5.9

Subject: No Smoking Effective: 4/23/86

Revised: 4/99, 6/03

BPPC Reviewed:10/01, 1/02, 1/03, 1/04,

1/09

Code: **RA Resolution 619-86, RA Motion 2003M54** Rescinded:

PURPOSE: To establish policy regarding smoking.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. There shall be NO SMOKING by participants or guests at official gatherings of the Association, except at social events where smoking and nonsmoking areas are designated.

- 2. The Association makes its pro-health position known by identifying its policy in printed programs, meeting environments, and registration areas for official gatherings.
- 3. The Association encourages members to accept responsibility for supporting and implementing this policy.

POLICY 5.11

Subject: **Proactive Positioning of Occupational**

Therapy Services Across the Life Course

Effective: 3/92

Revised: 4/99, 6/03, 4/06, 4/11

Reviewed BPPC: 10/01, 1/02, 1/03,

1/06, 1/11 Rescinded:

Code: RA Resolution 4/90, RA Motion 3/92,

2003M52, 2003M54, 2006C380, 2011AprC3

PURPOSE: To state the Association's proactive position regarding occupational therapy

with persons, organizations, and populations across the life course.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

1. The profession develops client-centered service delivery models that maximize the expertise of occupational therapists (OT) and occupational therapy assistants (OTA) in meeting the client needs.

- 2. Members will be made aware of the potential for significant changes in occupational therapy reimbursement by public and private payers.
- 3. The OT and OTA will be prepared to assume effective roles in existing and emerging client-centered service delivery models across the life course.
- 4. Members will be educated to better understand the importance and critical need for active participation in local, state, and national policy formation and implementation.
- 5. The OT and OTA will be encouraged to address the service delivery issues for the increasing numbers of people across the life course who seek or will require services to support health and participation in life through engagement in occupation.

POLICY 5.14

Subject: **Diverse and Inclusive Membership** Effective: 6/03

Revised: 4/06, 4/11

Reviewed BPPC: 1/03, 1/06, 1/11

Code: **RA Motion 2003M107, 2006C391,** Rescinded:

2011AprC4

PURPOSE: To state the Association's position that a diverse and inclusive membership is promoted and encouraged in Association membership, activities, documentation, publications, and presentations sponsored by the Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

- 1. The Association shall seek a diverse and inclusive membership.
- 2. The Association shall promote full participation in Association activities regardless of economic status, age, ethnicity, race, geography, disability, martial status, sexual orientation, gender, gender identification, religion, culture and political affiliation within the occupational therapy profession.
- 3. Appropriate Association documents and publications will include multicultural content and gender-neutral references.
 - a. The Association shall not discriminate on the basis of economic status, age, ethnicity, race, geography, disability, martial status, sexual orientation, gender, gender identification, religion, culture and political affiliation, or any other basis proscribed by applicable law.
 - b. Authors and editors of Association publications, and presenters at Association events, shall be advised that the Association encourages the use of gender-neutral language and multiculturally appropriate material.
 - c. The term *chairperson* shall be used in place of *chairman* throughout the Association and Association documents.
- 4. There will be a waiver of membership fees for OTs and OTAs who have a permanent disability and are no longer employed due to the permanent disability.
 - a. To qualify for the waiver, the OT or OTA must:
 - i. have been a member at the onset of the present disability, and

POLICY 5.14 (cont'd) Diverse and Inclusive Membership

- ii. provide satisfactory verification of the permanent disability and unemployed status by such means as the Social Security Administration, Veterans Administration, workers' compensation, or a qualified physician.
- b. The waiver of membership fees is granted only at the time of membership renewal.
- c. Membership waiver shall include full member benefits at no cost.
- 5. Individuals with disabilities will have access to events, activities, and services sponsored by the Association.
 - a. The Association shall encourage the participation of individuals with disabilities at Association-sponsored events.
 - b. The Association shall use facilities for events and activities that are accessible to and usable by individuals with disabilities, following ADA requirements.
 - c. The Association shall use information technology to communicate and provide services for events and activities that are accessible to and usable by individuals with disabilities.
 - d. The Association shall provide information to participants at events and activities regarding available resources to assist individuals with disabilities to participate whenever reasonably feasible.
 - e. Upon request, whenever feasible and within the Association's control, the Association will provide reasonable accommodations to persons with disabilities to assist them in arranging to participate in Association-sponsored events and activities.
 - f. The Association shall provide written notification to participants regarding their opportunity to request auxiliary aids and services in advance of the Association-sponsored event or activity.
 - g. The intent of this policy shall be communicated in appropriate promotional materials for Association-sponsored events and activities and communicated on the Association's Web site.

POLICY 6.1

Subject: **Board Authority** Effective: 6/06

Revised:

BPPC Reviewed: 1/09

Code: **BDM3-62406** Rescinded:

PURPOSE: Recognizing Board authority.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Board identifies and assigns roles and responsibilities for individual Board members. These roles derive from the authority of the Board as the body that governs the affairs of the Association in accordance with statutory, corporate, and Bylaws powers. Thus, Board practices must recognize that it is the Board of Directors, not individual Board members, who exercise authority and control over Association matters. Once the Board has made a decision, it shall act as a single voice, united in its decision.

POLICY 6.2

Subject: Compensation and Benefits Effective: 6/06

Revised:

BPPC Reviewed: 1/09

Code: **BDM4-62406** Rescinded:

PURPOSE: To ensure the fiscal integrity of the Association.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Executive Director will not cause or allow jeopardy to the fiscal integrity of the Association with respect to employment, compensation, and benefits to employees, consultants, contractual workers, and volunteers.

POLICY 6.3

Subject: **Financial Responsibility of the Executive**Effective: 6/06

Director

Revised:

BPPC Reviewed: 1/09

Code: **BDM8-62406** Rescinded:

PURPOSE: To establish a policy relating to the financial responsibility of the Executive

Director.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Executive Director shall ensure that the organization is operated in a manner that is financially sound. The Executive Director operates under the guidance of the parameters of the AOTA budget, which is prepared annually reflecting Board priorities and the current Strategic Plan and approved by the Board. The Executive Director shall have a multi-year plan/model of what the organization's financial future may look like and shall report on a regular basis to the Board on the financial results of operations. Additionally, the Executive Director responsibilities include:

- 1. The organization shall maintain adequate internal accounting controls that ensure integrity of financial reporting.
- 2. Financial reporting shall be prepared in accordance with Generally Accepted Accounting Principals (GAAP) and be presented to the Board on a timely basis.
- 3. The organization shall have adequate risk management policies and practices in place while maintaining appropriate levels of insurance to protect the organization, officers, and staff.
- 4. Advances from the Investment Account, above earned investment income, to support current operations shall be limited to 5% of the current operating budget. Amounts in excess of this percentage shall not occur without Board approval.
- 5. Liquidity of the Association shall be sufficient to meet current obligations in a timely manner. The Executive Director is authorized to access the bank lines of credit to support current operational needs or these identified in the current year budget.
- 6. Required governmental reporting shall be accurate and timely, and related tax payments made promptly.

POLICY 6.3 (cont'd) Financial Responsibility of the Executive Director

- 7. The Audit Committee and Board of Directors shall be provided with results of the annual external audit.
- 8. The budget shall provide for both an operational budget and a budget for capital expenditures. Sufficient detail for estimating revenues and expenses for the coming fiscal year shall be provided.
- 9. The expenditures planned in any fiscal year shall be consistent with the multi-year financial plan as approved by the Board.
- 10. The budget shall provide reserves sufficient to be consistent with any policy or directive of the Board and any other applicable policy of the Association. (See current Association Policy 2.14 Net Assets and Association Policy 1.48 Emergency)
- 11. Approval of the Board shall be sought for any new project that would require a budget amendment that is both unrelated to the Strategic Plan and would require a budget of more than \$25,000. (See current Association Policy 2.1 Budgetary Process)

POLICY 6.4

Subject: Executive Director Accountability Effective: 6/06

Revised: 1/09 BPPC Reviewed:

Code: **BDM7-62406** Rescinded:

PURPOSE: To define the accountability of the Executive Director to the Board.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Executive Director is accountable to the Board as a body and not its individual members. The President acts as the liaison between the Board and the Executive Director.

POLICY 6.5

Subject: **Delegation to the Executive Director**Effective: 6/06

Revised:

BPPC Reviewed: 1/09

Code: **BDM5-62406** Rescinded:

PURPOSE: The delegation of Board Authority.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

All Board authority is delegated to staff through the Executive Director. The Executive Director is accountable to the Board for organizational performance in support of the Association's mission and strategic directions.

POLICY 6.6

Subject: Emergency Executive Director Succession Effective: 6/06

Revised:

BPPC Reviewed: 1/09

Code: **BDM6-62406** Rescinded:

PURPOSE: To establish a policy for emergency Executive Director succession.

IT SHALL BE THE POLICY OF THE ASSOCIATION THAT:

The Executive Director shall have two other chief officers familiar with Board and Association management issues and processes in order to protect the Association in the event of a sudden loss of the Executive Director's services.