

POLICY MANUAL OF THE **UTAH OCCUPATIONAL THERAPY ASSOCIATION**

Adopted by the Membership

Policy: A principle adopted by the Association designed to influence present and/or future course of action.

This is the “what and “why” of our actions.

Procedure: A method or manner of proceeding in some action. This is the “how-to” of the policy.

This **Policy and Procedure Manual** highlights the policies of the UOTA that govern its structure, activity, and service. Policy perpetuates the stability of management, helps to integrate functions and activities, and encourages teamwork. It promotes consistency in management decisions and permits all members to fulfill their responsibilities by defining constraints within which they must operate. Policies also provide a means by which authority can be delegated and conformance to the Association Bylaws can be measured.

The procedures of the Association are incorporated into the policies written herein. This eliminates the need for an additional Procedure Manual.

Any member who identifies the need for an additional policy to guide the direction of the Association, or the need for a change in policy, should contact a member of the Bylaws, Policies and Procedures Committee (BPPC) or the Executive Board (EB) of the UOTA.

(adopted from AOTA, Inc., Policy Manual, 1986)

The UTAH OCCUPATIONAL THERAPY ASSOCIATION POLICY MANUAL

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**THE UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Policy Approval Code
Code: BPPC 4/94
Revised Date: 6/03

Policy 1
Eff. Date: 5/94
Rescinded:

Purpose: To define the procedure for approval of UOTA policies

Procedures:

1. The BPPC reviews existing policies and procedures annually.
2. The BPPC recommends action (revise, rescind, maintain) of the existing policies and procedures to the EB.
3. Following EB approval, the recommendations are described to members in the newsletter, on the UOTA web site, or at a membership meeting.
4. Members at any membership meeting can vote upon policy changes. The BPPC chairperson or a committee member submits the changed policy as an agenda item. Verbal vote is adequate for approval.
5. In the last quarter of the membership year or the first quarter of the next membership year, the current policies are distributed to members via the UOTA web site. Individual members may request hard copies of the policies from the BPPC committee.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Record keeping
Code: BPPC 4/94
Revised Date: 8/97, 6/03

Policy: 2
Eff. Date: 5/94
Rescinded:

Purpose: To clarify the type, location, and duration of record keeping of Association documents and business activities.

Procedures:

1. Any member who wishes to contribute information pertinent to Association business to the central storage * is encouraged to do so. The vice president will facilitate this.
2. Minutes of each meeting, once approved by the EB and signed by the Secretary, are maintained in a binder. The Secretary may maintain 1-3 years of minutes in her/his possession. At the end of each membership year, the original minutes are placed in the central storage. Copies are referenced from that point forward. Each EB member and committee Chairperson also receives a copy of the minutes of each meeting during the year for his or her own reference.
3. The Treasurer may maintain 1-3 fiscal years of the financial ledger in his/her possession. At the end of each fiscal year, the original ledger is placed in the central storage and a copy is referenced from that point forward.
4. A copy of each Newsletter published will be placed in the central storage at the end of each membership year.
5. The Annual Report of each Officer and committee Chairperson will be placed in the central storage.
6. Each Ad Hoc committee Chairperson will place all of the committee business items (meeting minutes, contact persons, committee info., receipts, drafts of written documents, approved documents, etc.) in a file/binder and place in the central storage at the time of committee dissolution.
7. Each outgoing committee Chairperson and Executive Board member will forward business items (notes, contact persons, committee member info., receipts, drafts of written documents, etc.) in a file/binder to the newly appointed Chairperson or Executive Board member by the end of June or at the transition meeting of each election year.
8. Any historical data gathered by members of the Association (photos, brochures, list of past officers, declarations, legal and official documents) will be maintained in the central storage. The information can be placed in the central storage as it is gathered, to prevent it from being misplaced.
9. All data placed in the central storage will be maintained for a minimum of 7 years. Some information may be maintained for a longer period as determined by the EB. Historical data and legal documents will be maintained indefinitely.
10. The President and Secretary will have access keys to the central storage.

* Central storage is currently located at the U of U OT Division offices.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Confidentiality
Code: EB 3/93
Revised Date: 5/98, 6/03

Policy: 3
Eff. Date: 11/93
Rescinded:

Purpose: To identify the Association's position on confidentiality and identify how a member's interest and privacy shall be protected.

1. The interest and privacy of the members of the UOTA shall be protected.
2. The integrity of the Association shall be protected.

Procedures:

A. Mailing Labels and/or Database Information

1. Requests for purchase of mailing labels of the Association members is only authorized for continuing education purposes or in-state job recruitment
2. The requesting individual signs a Statement of Intent put forth by the Member Service committee Chairperson. (attached) The Intent form includes an option of Organizational membership (with benefits described).
3. The requesting individual pays fee of \$25.00; check payable to "UOTA".
4. The Member Service committee Chairperson sends the labels following receipt of payment and signed Intent.
5. Requests for mailing labels for other purposes will be reviewed by the EB.
6. The EB retains the right to reduce or erase a fee should the request be mutually benefiting UOTA and the requester.
7. UOTA members are discouraged from circumventing the above process or to provide non-UOTA members with Mailing labels or Database Information

B. Internet Access

1. The membership directory is not listed on the Internet or other public notice.
2. Prior to any member's address or phone number being listed on the Internet, written or verbal consent is obtained for each occurrence by the web page editor, from the member.
3. A "Member only" section exists on the UOTA website to facilitate privacy.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

| | |
|--------------------------------|-----------------|
| Subject: Member Fees | Policy: 4 |
| Code: EB 3/93 | Eff. Date: 6/95 |
| Revised Date: 2/97, 6/03, 8/05 | Rescinded: |

Purpose: To clarify the roles of the Association bodies in the establishment of fees and to indicate current membership fees for each membership category.

1. Procedure of establishment:

- a. Annually, the Treasurer proposes membership fees, with justification, to the EB.
- b. The EB approves recommended fee changes.
- c. The membership votes to approve fees put forth by the EB.
- d. All Association bodies and members may provide, at any time recommendations, information, and feedback to the Treasurer or other EB member concerning membership fees.

2. Current Fees:

| | |
|--|----------|
| Individual OT | \$50.00 |
| In state AOTA member OT or OTR | |
| In state non-AOTA member OT or OTR | |
| | |
| Individual OTA | \$35.00 |
| In state AOTA member OTA or COTA | |
| In state non-AOTA member OTA or COTA | |
| | |
| Student | \$20.00 |
| | |
| Associate | \$55.00 |
| Out of state OT, OTR, OTA, COTA, OTS, allied health professional | |
| | |
| Organizational | \$150.00 |

3. Procedure for payment

- a. Fees are valid for one membership year.
- b. The membership year is one year from the date of receipt of his or her member application and membership dues.
- c. Renewal of membership status will occur by either of the following options:
 - 1) A statement requesting payment by each individual's due date (based on their membership year as stated above) and an application will be mailed to each current member, indicating the amount due, check payable to UOTA, and the address for mailing payment. The Membership Service committee Chairperson in conjunction with the Treasurer oversees this process.
 - 2) The website has an application and renewal form available for renewal on line. Members print the form and send it, along with their dues, to the membership service committee.

**The UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Reimbursement/Advancement of UOTA Funds
Code: BPPC/Treasurer 5/95
Revised Date: 5/98, 6/03

Policy: 5
Eff. Date: 6/95
Rescinded:

Purpose: To clarify the use of the Expense Authorization form to secure UOTA funds for members or for non-UOTA members whose services have been contracted.

Procedures:

1. Funds for Members: Funds may be requested for reimbursement or advancement for costs incurred for Association business.
 - A. Reimbursement:
 - 1.) Member will obtain an Expense Authorization Form from the Treasurer, Committee Chairperson, or EB member (attached).
 - 2.) The form is filled out in its entirety and presented to the Committee Chairperson or EB member who requested the service for an authorizing signature.
 - 3.) The signed form is presented to the Treasurer with receipts for monies spent attached.
 - 4.) The Treasurer will remit funds requested upon receipt of the Expense Authorization Form with receipts attached. No funds will be released without receipts. Funds will be provided directly to the member in a timely manner.
 - 5.) Funds requested which are beyond budgeted amounts will need prior approval by the EB. The Treasurer will reference each Committee and Office budget prior to reimbursing a request.
 - B. Advancement:
 - 1.) A member will obtain an Expense Authorization Form from the Treasurer, Committee Chairperson, or EB member requesting the service.
 - 2.) The form is filled out in its entirety with special attention to the explanation of services requested and the estimated hours and costs of service. The form is then forwarded to the Committee Chairperson or EB member who requested the service for an authorizing signature.
 - 3.) The signed form is presented to the Treasurer with receipts for money spent attached.
 - 4.) Before the Treasurer advances the funds for continuing education events, the profit/risk margin will be met.
 - 5.) The Treasurer will remit funds directly to the member identified on the form, if other than the Committee Chairperson or EB member, in a timely manner.
 - 6.) After service completion, the member will forward receipts of actual monies spent to the Treasurer. The bottom portion of the Expense Authorization Form must now be completed and the form again returned to the Treasurer with the receipts. If additional funds are needed to cover the cost of service that exceeded the projections, this is indicated on the form and the Treasurer will remit these directly to the member in a timely manner.

- 7.) Funds requested which are beyond budgeted amounts will need prior approval by the EB.
2. Funds for Non-UOTA Members: Funds may be requested for reimbursement only (not advancement) for costs incurred for Association business.
3. Funds for Committee Chairpersons and EB
 - A. Reimbursement:
 - 1.) Committee Chairpersons and EB members are eligible to have funds withdrawn from their budgets for services performed by non-UOTA members as long as the services are within the scope of their committee objectives or job description.
 - 2.) If a committee Chairperson or EB member is requesting services be performed which fall outside the scope of their own committee objectives or job description, the authorizing signature on the Expense Authorization form must be from the committee Chairperson or EB member whose budget will be debited.
 - 3.) The EB member or committee Chairperson will obtain the bill for services with attached receipts from the non-UOTA member contractor and will forward these to the Treasurer with the Expense Authorization form.
 - 4.) The Treasurer will remit reimbursement directly to non-UOTA member contractor in a timely manner.

**The UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Advertisements
Code: BPPC 6/95
Revised Date: 2/97 , 9/03, 3/04

Policy: 6
Eff. Date: 6/95
Rescinded:

- Purpose:**
- a) To indicate the cost for advertising on the UOTA website;
 - b) To clarify the difference between advertisements and notices; and to
 - c) Describe the procedure for payment.

Procedures:

1. Definitions: A notice is a brief (15-word limit) announcement. It may describe an education event, job opening, future activity, or other information of interest to UOTA members. An advertisement is a notice that is paid for by a company, facility, or sponsor, who may benefit financially from the posting of the information.
2. The UOTA webmaster will accept requests for notices from members, companies, non-members, organizations or agencies to be posted on the website.
3. No charge is assessed to posting of a notice if it meets the definition stated above.
4. A continuing education event of 1-2 lines is posted as a notice with no charge to the sponsor(s). If a link to a full advertisement is made, a charge will be assessed as described below.
5. A notice must be typed in the format that the requestor wishes for posting.
6. The UOTA webmaster will accept requests from companies, individuals, organizations, or agencies to have an advertisement placed on the UOTA website. The cost for an advertisement is:

| | | | | | | |
|--------------------|---------|---------|---------|---------|---------|---------|
| Job listing: | 30 days | \$25.00 | 60 days | \$50.00 | 90 days | \$75.00 |
| Cont. ed. event: | 30 days | \$25.00 | 60 days | \$50.00 | 90 days | \$75.00 |
| Products/services: | 30 days | \$25.00 | 60 days | \$50.00 | 90 days | \$75.00 |
7. The purpose of charging for advertisements posted on the Association website is to secure revenue to offset the cost of site maintenance.
8. The advertisement must be typed in the format that the requestor wishes for posting.
9. The webmaster verbally gives the appropriate cost to the advertiser and directs the advertiser to send the payment to the UOTA Treasurer, with a check made payable to "UOTA", prior to advertisement posting.
10. Upon receipt of a payment, the Treasurer will immediately notify the webmaster or Member
11. Services committee Chairperson to indicate that an advertisement has been paid for and is ready for posting.
12. The Treasurer will issue a receipt to the advertiser.
13. Changes in the fees for advertisements are at the discretion of the EB.
14. UOTA individual members (not organizational) may advertise in the Directory or on the website at no charge.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Member Service Committee
Code: BPPC 4/94
Revised Date: 2/99, 6/03

Policy: 7
Eff. Date: 5/94
Rescinded:

Purpose: To clarify the responsibilities and activities of the Member Service Committee.

Member Service Committee Purpose:

1. To increase membership in the UOTA.
2. To maintain a current register of members.
3. To update Membership Directory annually.

Procedures:

1. The Chairperson establishes a committee (Reference Bylaws).
2. The Chairperson or a committee member attends all UOTA meetings to progress report on the committee's activities, or gives a verbal progress report to the Vice President or other designated EB member. The Chairperson reviews copies of the minutes to identify any charges/action items related to committee functions.
3. The committee develops an annual proposed budget and submits it to the UOTA Treasurer in writing, during the first quarter of the membership year, for EB approval.
4. The Chairperson submits to the Treasurer receipts and/or check requests within budget limitations for reimbursements or advances.
5. The Chairperson submits an annual written report, describing the completed activities of the committee related to committee and UOTA goals, and the goals for the next membership year, to the President. (The report is made available to all members via the newsletter and/or website).
6. The Chairperson submits a financial summary report of committee actions July 1-June 30 to the Treasurer by June 30 of each membership year.
7. All personal/employment information regarding new members or change of information for existing members is forwarded to the Treasurer immediately, as the Treasurer maintains a current register of members as well.
8. All monies received for membership are forwarded to the Treasurer.
9. The Membership Application Form is reviewed annually and revised as needed, with approval by the EB.
10. The Membership Application Form is included in every newsletter, available on the website, and available at every membership meeting or continuing education event sponsored by UOTA.
11. Updated member information is placed in each newsletter in Directory format so current members can add this to their Membership Directory during the year.
12. The Chairperson provides mailing label instructions and a listing of current labels in print format, to any Officer or Committee Chairperson who requests these, if to be used for Association business.
14. The committee reviews members' membership status upon application to verify accuracy.
15. The committee will consult with the EB to determine organizational eligibility when a request for membership of this class is received.
16. The committee receives the "Statement of Intent" from organizations and determines eligibility for these requests for Association mailing labels based on the requester's expressed intent to promote Occupational Therapy in Utah.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Continuing Education Committee (Pediatric & Adult Divisions)
(Standing Committee)

Policy: 8

Code: BPPC 3/93

Eff. Date: 11/93

Revised Date: 2/99, 6/03

Rescinded:

Purpose: To clarify responsibilities and activities of the UOTA Continuing Education Committee.

Continuing Education Committee Purpose:

1. Assess educational needs of UOTA members.
2. Plan educational opportunities to meet those needs.
3. Function as a fundraiser for the UOTA.

Continuing Education Committee Procedures:

Related to purpose #1

1. Annually survey UOTA members for continuing education needs by at least one of the following methods
 - a. Requesting feedback from members at the annual meeting,
 - b. Submitting a survey to the newsletter or website for members to return to a designated person on the Continuing Education Committee.
 - c. Requesting input on a survey form available at each conference sponsored.
2. Compile data received from surveys summarize data in written form and submit to the UOTA President in the annual report.
3. Solicit Speakers to present topics of interest or need.

Related to Purpose #2

1. The Chairperson or a committee member attends all UOTA meeting, or gives a verbal report to the Vice President or other designated EB member. The Chairperson reviews copies of the minutes to identify the any charges/action items related to committee functions.
2. Identify one key person on the committee to be known as the Conference Coordinator to oversee each conference, having the authority to delegate responsibilities to other committee members.
3. Information gathered regarding any potential conference is reported to the UOTA Vice President or other designated EB member along with:
 - a. Estimated cost and profit of registration
 - b. Estimated expenses for brochure print-up, refreshments, postage, lodging, food, etc.
 - c. Estimated income from vendor displays
 - d. Estimated number of scholarships
 - e. Estimated profit/risk margins which shall be 10% above total estimated costs
4. The Conference Chairperson contacts the designated UOTA EB member to verify EB approval of costs and other conference detail as submitted.
5. Designated UOTA EB member reports back to the Conference Coordinator within one week of the request.
6. Conference Coordinator presents a written UOTA contract to the speaker(s) including but not limited to the following:
 - a. Daily speaker fee
 - b. Type of travel required and cost with reimbursement guidelines
 - c. Number and types of handouts
 - d. Number of participants (maximum & minimum)
 - e. Dated/times/place
 - f. Cancellation option (The contract is signed by the UOTA President and Conference Coordinator. Three (3) copies are completed Speaker(s), Conference Coordinator, UOTA

Treasurer).

7. Continuing Education committee Chairperson or designated committee member contacts the UOTA Newsletter editor and the webmaster to immediately include news of the conference in the next newsletter and on the web site. Any costs associated with the advertisement will be paid in full prior to publication (see Policy 6).
8. A brochure is devised. In draft format it is presented to the designated UOTA EB member who will provide copies to the other EB members for approval.
9. The brochure will include the minimum of the following information:
 - a. Speaker name and brief background information
 - b. Dated/times/location of conference (map attached)
 - c. Objectives of the conference
 - d. Itinerary of the conference topics, categories, times for each day
 - e. Rates if the conference:
 - 1.) Regular payment
 - 2.) A differential between UOTA and non-UOTA members of at least the cost of the Associate Membership fee.
 - 3.) An "early bird" payment amount at reduced cost
 - f. Maximum number of participants accepted if there is a limit.
 - g. Identification if lunch is provided or "on your own"
10. Once the brochure has received EB approval, it will be printed and distributed by the Continuing Education committee.
11. Scholarships:
 - a. The Conference Coordinator will receive a scholarship for the tuition of the conference.
 - b. Facilities that volunteer their building space for the conference will be awarded a minimum of one scholarship. Additional scholarships need to be approved by the EB. That facility may choose to divide the scholarship in any way they find favorable. For example: the conference cost is \$200, the facility may award a \$50 scholarship to four practitioners from that facility to attend the conference.
 - c. There may be circumstances where a committee member or member-at-large is willing to provide food and lodging to a conference speaker. If the conference speaker is willing to accept those accommodations, a scholarship or reduced rate may be provided to this member based on approval of the EB.
12. The Conference Coordinator will forward all registration checks to the UOTA Treasurer.
13. In the case of limited enrollment in a UOTA sponsored continuing education event, the following will serve to prioritize participants: As the conference is a UOTA sponsored event, the first priority for participants will be granted to Utah residents who are current UOTA members.

Related to Purpose #3

1. The UOTA Treasurer will issue a check to the speaker to be given to the speaker after the last day of the presentation, either via the Conference Coordinator or by mail.
2. Mileage, lodging, and food reimbursements will be given only after receipts are provided to the UOTA Treasurer.
3. Cancellation: If the identified minimum number of registrants has not been met by the scheduled pre-conference date, or if the profit/risk margin has not been met, the committee Chairperson will immediately recommend cancellation of the conference to the EB.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Bylaws, Policies, Procedures Committee Policy: 9
(BPPC) (Standing Committee)

Code: BPPC 4/94

Date: 5/94

Revised Date: 2/99, 6/03

Rescinded

Purpose: To clarify the responsibilities and the activities of the BPPC

Committee Purpose:

1. Review and revise existing bylaws and policies to reflect the current activities of the Association.
2. Write draft bylaws and policies with procedures, to reflect the current activities of the Association.
3. Recommend to the membership rescission, revision, or acceptance of bylaws.

Procedures:

1. The Chairperson establishes a committee (Reference Bylaws).
2. The Chairperson or a committee member attends all UOTA meetings to monitor that Association activities comply with current bylaws and policies and to progress report on the committee's activities, or gives a verbal report to the Vice President or other designated EB member.
3. The Chairperson or a committee member recommends revision of Association activities, reflected in approved minutes, to EB so compliance with bylaws and policies occur.
4. Write revisions of policies or bylaws as deemed necessary by the EB.
5. Prepare mail ballots, including previous bylaw statements with recommended revisions, or new bylaw, for membership vote.
6. Mails ballots to members for vote on acceptance, revision, or rescission of bylaws, at least 30 days before ballots are due.
7. Summarizes results of bylaws ballot and submits to Newsletter editor for publication in the first newsletter following the vote.
8. Presents new, revised, or rescinded policy and procedure recommendations, verbally and in writing, at EB and/or membership meetings, and solicits feedback.
9. Annually provides hard copy of new or revised policies and procedures to all EB officers and committee Chairpersons. Provides new or revised policies and procedures to webmaster for publishing on the website. Provides individual members a copy of current policies/procedures and/or bylaws upon request.
10. Makes technical, editorial, and clerical collections to the bylaws, during each annual review, to keep consistency in the document.
11. The Chairperson submits an annual written report, describing the completed activities of the committee related to committee and UOTA goals, and the goals for the next membership year to the President.
12. The Chairperson submits a financial summary of committee actions July 1-June 30 to the Treasurer by June 30, each membership year.
13. The committee develops an annual proposed budget and submits to the UOTA Treasurer in writing, during the first quarter of the membership year, for EB approval.
14. The Chairperson submits all receipts for costs of committee activities to the UOTA Treasurer for reimbursement.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Nominating Committee (Ad Hoc Committee)
Code: BPPC 4/94
Revised Date: 2/99, 6/03

Policy: 10
Eff. Date: 5/94
Rescinded:

Purpose: To clarify the responsibilities and activities of the Nominating Committee.

Committee Purpose:

1. To coordinate the election of officers of the Association.
2. To facilitate the recognition of UOTA members who have made exceptional contributions to the development of the profession and/or service to UOTA.

Procedures:

1. General

- a. The chairperson establishes a committee (Reference Bylaws).
 - b. The chairperson submits an annual written report, describing the completed activities of the committee related to committee and UOTA goals, to the Vice President.
 - c. The committee develops a proposed budget and submits to the UOTA Treasurer in the first quarter of the membership year.
 - d. The Chairperson submits to the Treasurer receipts and/or check requests within budget limitations for award purchases and reimbursement (see Policy 6).
 - e. The Chairperson submits a financial summary of committee expenses July 1-June 30 to the Treasurer by June 30.
2. Related to purpose #1:
 - a. Annually obtain nominations for the elected positions (offices) to be filled. Examples of ways to obtain nominations include:
 - a. Newsletter announcement and nomination form
 - b. Website announcement and nomination form
 - 3.) Telephone members
 - 4.) Verbal or written contact with members at regular membership meeting(s)
 - 5.) Telephone facilities' OT department Directors
 - 6.) Individual mailing of nomination form to members
 - a. Verify nominee's consent to serve.
 - b. Prepare a slate of candidates for each position to be filled (Reference Bylaws).
 - c. Prepare a ballot for election (Reference Bylaws).
 - d. Determine results of the election and announce at the Annual Meeting or the last regular meeting of the membership year, whichever is closer to the beginning of the term of office of the position, July 1 (Reference Bylaws).
3. Related to Purpose #2:
 - a. Seek nominations for award recipients from members at large.
 - b. Select award recipients based upon the criteria established.
 - c. Develop Association awards and indicate name and criteria for each award in writing. Consider awards presented on a regular basis and those presented for isolated Association activities and/or accomplishments.

- d. Obtain EB approval, through Vice President, for the awards developed.
- e. Advertise the UOTA awards available in the newsletter and on the website, prior to the annual meeting.
- f. Select and purchase/secure awards for distribution.
- g. Present awards to recipients, along with the President or a designated officer, at the Annual meeting or the last regular meeting of the membership year. If recipients are not present at the meeting, a committee member or the Chairperson will personally deliver the award to the recipient, if logistically able.
- h. Submit to the Newsletter editor and the webmaster a written summary of the awards and recipients for publication.
- i. The committee is dissolved each membership year following the UOTA elections and awards issuance. The committee is developed automatically in the third quarter of each membership year with a Chairperson appointed by the President.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Newsletter (Standing Committee)
Code: BPPC 3/96
Revised Date: 2/99, 6/03

Policy: 11
Eff. Date:
Rescinded:

Purpose: To clarify responsibilities and activities of the UOTA Newsletter Committee.

Committee Purpose:

1. To receive, compile, and edit information for the benefit of UOTA members.
2. To distribute information in newsletter format to UOTA members.
3. To accept paid advertisements to offset newsletter costs.

Procedures:

1. The UOTA President will appoint the Chairperson. The Chairperson is acknowledged as the editor of the newsletter. The term is one membership year (Reference Bylaws).
2. The Chairperson establishes a committee (Reference Bylaws).
3. The Chairperson or a committee member attends all UOTA meetings, or gives a verbal report to the Vice-President or other designated EB member. The Chairperson reviews copies of the minutes to identify any charges/action items related to committee functions.
4. The committee publishes a minimum of 4 newsletters annually. A copy of each is forwarded to the webmaster to allow online publication.
5. Advertisers are recruited to publish products, services, continuing education events, and job listings in the newsletter to offset the costs of printing/mailing (See Policy #6).
6. The Chairperson submits an annual written report, describing the completed activities of the committee related to the committee and UOTA goals, and the goals for the next membership year, to the President.
7. The Chairperson submits a financial summary of the committee July 1-June 30 to the Treasurer by June 30.
8. The Chairperson submits an annual proposed budget, and submits to the UOTA Treasurer in writing, during the first quarter of the membership year, for EB approval.
9. The Chairperson submits all receipts for costs of committee activities to the UOTA Treasurer for reimbursement.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Facility Liaison System
Code: BPPC 3/02
Revised Date: 6/03

Policy: 12
Eff. Date:
Rescinded:

Purpose: To clarify the purpose of the System and to describe the procedure for accepting and disseminating information with it.

System Purpose:

1. Advertise membership meetings to promote attendance.
2. Disseminate information to members.
3. Receive feedback from members.

Procedures:

General:

- 1) The Vice President, or other member appointed by the President per the request of the Vice-President, functions as the Coordinator of the system.
- 2) The VP maintains a copy of all electronically produced announcements and provides to the Secretary at the end of each membership year to place in the central storage as Official Business of the Association.
- 3) The VP submits an annual written report, describing the completed activities of the System related to UOTA requests to the EB.

Related to Purpose #1:

At four (4) and two (2) weeks prior to a scheduled membership meeting, the Coordinator sends an electronic announcement of meeting agenda/location/time to each facility in the system with a request to post the notice.

Related to Purpose #2:

- 1) Any member wishing to send an electronic message or announcement to all facilities in the system will present the information to the EB for approval. This information may include a continuing education announcement, a survey, an upcoming event of interest to members, a place or activity of interest to members, a call to action related to legislative activity, etc.
- 2) Upon approval of the EB, the Coordinator will electronically send the message or announcement to all facilities in the system, by the requested date, with a request to the facility representative to post the information.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

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| Subject: Vendor/Business Participation | Policy: 13 |
| Code: BPPC 5/02 | Eff. Date: |
| Revised Date: 9/03, 3/04 | Rescinded: |

Purpose: To identify the Association's position on Vendor/Business participation at UOTA meetings (Annual, Executive Board (EB), or General Membership) or events (educational inservices, recognitions, educational courses, etc.).

Procedures:

1. The EB will determine if a particular event/meeting will include vendors or business representatives. The decision is based upon the benefit to the membership to have the representatives present.
2. The VP will access the Vendor List (attached) to invite participants. The VP is responsible for updating the List annually, including contact names, phone numbers, and email addresses of the companies who have agreed to be listed.
3. The VP, or another member designated by the VP, will invite the vendor or business representative to the event/meeting by phone, letter, or e-mail. Included will be the location, time, duration, and cost of participation.
4. The EB may approve a personal request to participate in an Association event/meeting that is brought forth by a representative of a business.
5. If a vendor/business representative donates monies specifically for refreshments, recognition of the business donation will be displayed on the service table.
6. If a vendor/business representative offers an in-kind donation or contribution to UOTA, they will be offered a free website link for 3 months. Longer time may be granted by the approval of the EB if the donation/contribution is sizeable.
7. The VP, or other member designated by the VP, will formally notify the representative of the approval and invite the individual to the meeting in writing, on UOTA letterhead.
8. The cost for vendor/business participation at an event/meeting is \$50.00. This includes designated space/table surface to exhibit.
9. Non-Profit businesses will have the participation fee waived. No charge is assessed for their participation.
10. The vendor/business representatives are responsible for setting-up and disassembling their exhibits in a timely and thorough manner.
11. Vendor/business supplies and materials may be shipped to the facility prior to the event/meeting if the VP, or other member designated by the VP, has identified a facility employee who accepts responsibility for receipt of the materials.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

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| Subject: UOTA business via Electronic mail (email) | Policy: 14 |
| Code: BPPC 11/02 | Eff. Date: |
| Revised Date: 6/03 | Rescinded: |

Purpose: To clarify the procedures for Officers and committee Chairpersons to identify, send, and receive Association business and communication via email.

Procedures:

1. UOTA Officers may send and/or receive Association correspondence/business via email that a) should be reviewed in depth in preparation for discussion and vote at a future Executive Board (EB) meeting, or b) requires official vote for action prior to the next scheduled EB meeting.
2. UOTA committee Chairpersons may receive Association business via email that should be reviewed in depth in preparation for discussion at a future EB or Membership meeting.
3. Any UOTA officer or committee Chairperson may send Association correspondence/business via email.
4. The business will be sent in a consistent format that identifies the correspondence as official business. The form is attached.
5. The business that requires prompt reply and vote of the EB members will be stated on the form, with an included timeline for responses. If a vote/response is received after the indicated timeline, it will not be officially considered.
6. If a communication sent to EB officers or committee Chairpersons does not require formal vote, the form will not be utilized. The communication will be drafted in a format chosen by the sender.
7. The member sending Association business that requires a vote will insure that the minimum of 3 eligible voting EB officers' responses (quorum) is received.
8. If an officer or committee Chairperson does not have access to email or has not indicated a personal email address; the member initiating the official business will telephone this member with the information and obtain their verbal vote. This response will be reported as official.
9. A majority vote of the EB members is required for official business.
10. The officer or committee Chairperson sending the official business will document the votes of the responding members and report these to the President and Secretary for inclusion in the next EB meeting minutes.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Meetings/Educational events
Code: BPPC 1/94
Revised Date: 6/03

Policy 15
Eff. Date:
Rescinded:

Purpose: To clarify the type, location and scheduling of UOTA sponsored meetings and educational events.

Procedures:

1. Types of Events: EB meetings, Annual Membership meeting, Membership meetings, Special Meetings, Educational events.
2. Scheduling of Events: UOTA supports members' participation in all UOTA-sponsored events and endorses the scheduling of events to maximize member involvement.
3. UOTA-sponsored meetings and educational events are scheduled to accommodate the majority of members' travel, religious, family and employment needs. Individual requests for meeting location and time considerations are brought to the Continuing Education committee Chairperson(s') attention and the chairperson notifies the EB of the request. The EB discusses, reviews, and votes upon whether special accommodation will be made.
4. Annual Meeting:
 - a) Held during the 4th quarter of the membership year (April-June).
 - b) Vice President coordinates the meeting and oversees the arrangements including: location, speakers, refreshments, AV equipment, awards, elections, signage, announcement, and other activities.
 - c) The VP delegates and/or accepts assistance from other members at large or committee Chairpersons.
 - d) The VP, in conjunction with the entire EB, develops the plan for the Annual meeting.
 - e) The Secretary documents the decisions, schedule, and assignments for inclusion in the minutes of the Association.
5. Membership Meeting:
 - a) A minimum of three membership meetings is held each membership year.
 - b) The VP coordinates the meetings and oversees the arrangements.
6. Special Meeting:
 - a) May be called by the President or any EB members or by petition of 10% of the voting members.
 - b) A minimum of 2 weeks' notice must be given to all members, indicating the stated business that has been petitioned, date, location, and time. This is announced via the website and/or in the newsletter if it will be printed in the time frame needed.
7. Educational Events:
 - a) Refer to the Continuing Education Committee policy (#8) for details surrounding these events.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Speaker Reimbursement
Code: BPPC 11/03
Revised Date: 3/04

Policy: 16
Eff. Date:
Rescinded:

Purpose: To identify the fees paid to speakers at UOTA sponsored events and meetings.

Procedures:

1. Speakers who present at a Saturday continuing education event are paid an honorarium of \$100.00 for their presentation. If more than one speaker presents, the honorarium is equally divided between the total number of presenters.
2. Speakers who presents at the UOTA Annual Conference are paid an honorarium of \$50.00 for their presentation.
3. Speakers who present at a general Membership meeting are paid an honorarium of \$50.00 for their presentation.
4. The UOTA Treasurer is given the correctly spelled name of the presenter and the amount to remit prior to the event. If the Treasurer is not available at the event, s/he designates another individual to present the honorarium check to the speaker(s).
5. The budget item for speaker fees is reflected in the appropriate Standing Committee(s) budget that is presented to the EB annually.

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Reciprocity
Code: BPPC 3/04
Revised Date:

Policy: 17
Eff. Date:
Rescinded:

Purpose: To clarify the process of allowing members of other state OT Associations in agreement with reciprocity to attend UOTA continuing education events and Annual Meeting at the UOTA member price.

Procedures:

1. A member of another State Association who attends a UOTA-sponsored continuing education event (ie. Sat workshop, evening workshop) will be charged the same registration fee as an active member of UOTA of the same status (ie. OT, OTA, OTS, Life member).
2. A member of another State Association who registers by mail for a UOTA-sponsored event, as described above, will be charged the same registration fee as an active member of UOTA of the same status.
3. A member of another State Association will present their State membership verification at the time of on-site registration or include a copy of membership verification (membership card or official letter) when registering via US mail or fax.
4. The listing of states that participate in reciprocity agreements are listed on the UOTA website and the AOTA website.

**The UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Website Committee (Standing Committee) Policy: 18
Code: BPPC 10/04 Eff. Date:
Revised Date: Rescinded:

Purpose: To clarify the responsibilities and the activities of the Website Committee

Committee Purpose:

1. To maintain current information on the UOTA website.
2. To solicit information from the membership for website posting, including but not limited to: calendar entries, notices, employment opportunities, continuing education events, newsletters, President's letter, Executive Board annual reports, advertisements, and surveys.

Procedures:

1. The Chairperson establishes a committee (Reference Bylaws).
 2. The Chairperson or a committee member will attend UOTA meetings to report on the committee's activities, or gives a verbal report to the Vice President or other designated EB member. The Chairperson reviews copies of the minutes to identify any charges/action items related to committee functions.
 3. The Chairperson submits an annual written report, including financial summary, describing the Completed activities of the committee related to committee and UOTA goals, and the goals for the next membership year to the President.
 4. The committee develops an annual proposed budget and submits it to the UOTA Treasurer in writing, during the first quarter of the membership year, for EB approval.
 5. The Chairperson submits to the Treasurer receipts and/or check requests within budget limitations for reimbursements or advances.
 6. All monies received from advertisements, donations, or other means are forwarded to the Treasurer. The website is funded by these monies.
 7. The Chairperson is responsible for website maintenance and has access to change the website. The Chairperson may delegate responsibilities to members of their committee.
- Reference Bylaws Article X: Committees... G. Website Committee

**THE UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Budget
Code: BPPC 10/04

Policy: 19
Eff. Date:

Revised Date:

Rescinded:

Purpose: To define the procedure for creating, maintaining, and executing the UOTA budget.

Procedures:

1. Each standing committee chairperson submits to the EB an annual report describing committee activities during the membership year, including a statement of budget monies spent, and including a recommended budget for the next membership year.
2. The Treasurer drafts a budget based upon the recommendations of the committee chairpersons and the Executive Board members. The EB approves the budget put forth by the Treasurer on an annual basis.
3. The President's budget shall include the costs for attending the AOTA Annual Meeting to keep the UOTA well informed on national issues and changes.
4. The Treasurer oversees the budget and updates the Executive Board (EB) each meeting on the status of UOTA finances.
5. No EB member, committee member, or committee chairperson shall spend more than their allotted budget in the current annual budget without gaining approval by 2 UOTA officers for additional funds.
6. All members must turn in an Expense Authorization Form (see Policy 5) for all expenses accrued.
7. The treasurer will update the EB annually about rules regarding non-profit tax status.
8. Treasurer shall compile a summary of income, expenses, and balance and submit this information in the annual report.