

STATUTE of the Malta Association of Occupational Therapists

Article 1: Official Name

The name of the organization shall be the Malta Association of Occupational Therapists.
This can be abbreviated to M.A.O.T.

Article 2: Aims

The association has no political, religious or racial affiliation. It will act as the national body for occupational therapists in Malta and Gozo. Its aims shall be:

- 2.1 To promote good relations between members in the profession and between members and their employers or employers' association.
- 2.2 To unite all members of the profession and to safeguard their interests.
- 2.3 To promote occupational therapy in the clinical, educational and research sector
- 2.4 To establish and maintain professional standards in the practice of occupational therapists
- 2.5 To establish and maintain professional ethics
- 2.6 To secure the freedom of practice of occupational therapists in the interests of the patient individually and of the community as a whole.
- 2.7 To work with other national and international bodies to foster its aims.
- 2.8 To keep a register of qualified occupational therapists in Malta and Gozo in conjunction with the Council of Professional Supplementary to Medicine

Article 3: Membership

The following shall be eligible for membership of the association:-

- 3.1 Ordinary members who shall be the persons who have qualified to work as occupational therapists by a recognized body, who are registered to do so, and who work and actually exercise the profession either whole time or part time.
- 3.2 Associate members shall be the following:-
 - a) non-working qualified occupational therapists and occupational therapists residing abroad
 - b) occupational therapy technical staff
 - c) occupational therapy students
 - d) members of the medical and others paramedical professions and
 - e) lay people with an interests in the occupational therapy profession
- 3.3 Honorary members who are persons on whom the association confers honorary membership by resolution of the Committee approved by members in a general meeting.
- 3.4 All members shall have a membership card which must be shown on demand when requested, as proof -of continuing membership of the MAOT.

Article 4: The Committee

4.1 The association shall be administered by a committee made up of seven members

4.2 The committee members shall be allotted the following duties:-

- President
- Vice-president
- Secretary
- Assistant Secretary
- Treasurer
- Three (3) members
- Student representative (the student representatives shall be asked to attend for the meetings)

4.3 A Student representative elected by them shall have an observer status with the right to attend committee meetings and has an observer status.

4.4 The committee members shall be elected during the bi-annual general meeting as provided for in this statute.

4.5 The committee shall have the power:-

- To administer the affairs of the association in accordance with the provisions of this statute
- To exercise such powers and do such things as may be necessary to further its aims also as directed by the general meeting.

4.6 The committee shall be responsible to administer the association by holding regular meetings. It shall hold ordinary meetings at least eight times a year. The President shall be bound to convene a special meeting of the committee if 5/8 (five-eighths) of the committee are in favour.

4.7 The quorum in committee meetings shall be four.

4.8 Each committee member except the student member shall have one vote with the exception of the President who has a casting vote

4.9 Committee members who fail to attend three (3) consecutive committee meetings without any valid reason shall be deemed to have resigned from his/her post

4.10 If a committee member decides to resign from his/her post he/she is to write an official letter stating the reason/s for resigning.

Article 5: Election of committee members

5.1 Elections for the committee posts shall be held bi-annually at the general meeting, except when the whole committee resigns prior to the laps of its term of office. In such a case elections shall be held immediately.

5.2 An electoral sub-committee made up of a Chairman and two tellers shall be appointed by the general meeting to administer the elections for the committee

5.3 The members entitled to vote shall be notified by the secretary of the date and time of the bi-annual general meeting by a written notice posted at least ten days before the appointed day for the election.

5.4 The secretary shall receive nominations of candidates standing for elections duly proposed, seconded and accepted in writing. Each nomination has to be for a specific post on the committee. If there is more than one nomination for the same post, the members shall vote by a secret ballot at an election during the bi-annual meeting.

5.5 The nomination has to show that the nominee has accepted either verbally or signed.

5.6 Every qualified occupational therapist who is either an ordinary or associate member of the association has one vote

5.7 When a post within the committee is vacated the committee shall co-opt to that post one of the members sitting on the committee. If none of the three members is interested preference shall be given to those member/s nominated for the vacated post during the biannual general meeting. These persons shall be contacted according to the number of votes attained during the general meeting. If no one of the person/s concerned is interested in the vacant post, the committee shall appoint any ordinary member to the vacated post/s.

5.8 In the case of a tie between candidates a bi-election shall be held.

5.9 The electoral committee shall publish the result of the election immediately following the conclusion of the electoral process and shall fix a date for the first meeting of the committee.

Article 6: Annual and Bi-annual General Meetings

6.1 There shall be a statutory annual general meeting convened by the President of the association in the month of February. In the bi-annual general meeting the election of the committee will be held as per article five above.

6.2 In the annual general meeting reports from the officials of the committee shall be read to the members present for approval. These reports include that of:-

- President
- Secretary
- Treasurer
- Sub-committee representatives, as needs arises

6.3 Proceedings at general meetings shall be conducted by the rules set out in Appendix A of this Statue.

6.4 Non-members may be invited to attend at the annual and bi-annual general meetings as observers

6.5 An extra ordinary general meeting shall be called by the committee if the need arises throughout the two year term.

6.6 An extra ordinary general meeting shall be convened if 10% of the ordinary members express their wish in writing.

6.7 Members have the right to present motions during the annual and bi-annual general meetings

6.8 In order for a motion to be presented it:

- Should arrive at the secretary's office one week before the general meeting
- Should be signed by those proposing and seconding the motion

Article 7: Duties of Committee and its officials

A. The duties of the Committee shall include:

- i. The enrolment of members. This includes the consideration of applications for membership and the keeping up to date of a register of members
- ii. Taking any action considered necessary to safeguard and/or to further the interests of the MAOT and to protect the interests of its members;
- iii. Convening the statutory general meeting and other general meetings or general assembly;
- iv. Bringing before meetings any matter considered necessary;
- v. Holding Committee meetings as required;
- vi. Holding and controlling the funds of the MAOT;
- vii. Appointing sub-committees for any specific activity or responsibility. Each subcommittee shall report back to the Committee.

B. The duties of the Committee members:

The President

- Shall chair all the meetings of the committee
- Shall see that the policies and decisions of the committee are applied and adhered to
- Shall co-ordinate the work of all the members and see that the work is being done
- May represent the committee on any of the official and non-official meetings
- Shall together with the secretary see to the day to day running of the association May delegate any of his-her work to any of the officials as the needs arises

The Vice-President

- Shall assist the president in the performance of his-her duties
- Shall preside at all meetings in absence of the president
- Shall present the annual report at the annual; and bi-annual general meeting in the absence of the president

The Secretary

- Shall send out a notice of every meeting to the committee members
- Shall together with the president see to the day to day running of the
- Shall keep the minutes of all the meetings
- Shall keep a register of all the association members
- Shall process the local and international correspondence
- Shall together with the treasurer represent the MAOT on any financial transaction

- Shall present the annual administrative report at the annual and bi-annual general meetings association

The Assistant Secretary

- Shall assist the secretary in any delegated tasks
- Deputise for the secretary in his/her absence

The Treasurer

- Shall keep all the financial books of the association up to date
- Shall represent the MAOT on any financial transaction which may occur
- Shall present an annual report at the annual and bi-annual general meetings

C. The role and duties of the Sub-committees:

- The chair person of any sub-committee has to be a member of the MAOT committee
- The sub-committees shall follow the guidelines supplied by MAOT
- The chair person has to present a report at the annual and bi-annual general meetings
- The sub-committee shall consist of permanent sub-committees as the Journal subcommittee, the Fund-raising/social sub-committee, the Electoral subcommittee and the Newsletter sub-committee. Other sub-committees can be formed as the need arises

Article 8: Finance

8.1 The Committee shall establish the dues payable to the Treasurer. Different membership categories shall pay varying amounts as determined by the general meeting. The initial membership dues shall be as follows:

Category	Yearly Fee	Fee for 2 years
Ordinary Members: (<i>Qualified OTs</i>)	€ 20	€ 36
Associate Members: (<i>OT aids, OT assistants, other professionals and interested persons</i>)	€15	€ 25
OT students	€ 8	/
W.F.O.T Individual membership fee (depending on exchange rate).		

8.2 The Committee may hold events whereby a fee is charged and this may vary accordingly for members and non-members with the aim of increasing the financial resources of the association.

8.3 The revenue of the association will be deposited and invested in bank accounts as directed by the Committee

8.4 Transactions require the joint signature of the treasurer and other committee member.

8.5 Whenever required by the Committee or the General Meeting, the accounts are to be seen and verified by a qualified accountant.

Article 9: Termination of membership in MAOT

9.1 If a member's name is struck off the register kept by the Council of Professions Supplementary to Medicine (C.P.S.M.), he / she is automatically disqualified from being member of MAOT.

9.2 Members and associate members shall pay an annual subscription fee as stipulated in the Treasurer's report in the last General Meeting. They shall automatically suspend themselves if they fail to pay their annual subscription for six months. It shall be the duty of the Treasurer to notify members so in default.

9.3 If a request by a suspended member for reinstatement is made to the Secretary within one year, he / she may be reinstated upon payment of all dues.

9.4 Members may resign fourteen days after notifying the Secretary in writing of their intentions.

Article 10: Affiliations

10.1 The association shall endeavour to promote and maintain relations with the occupational therapy associations abroad, including the World Federation of (W.F.O.T) and the Council of Occupational Therapy European Occupational Therapy Countries (COTEC).

10.2 Delegates and alternate delegates from the committee shall be nominated to represent Malta at WFOT and COTEC meetings. The delegates will also serve to keep MAOT abreast with the work being done by associations abroad.

10.3 One committee member should also be a representative on the Occupational Therapy Educational Committee (O.T.E.C.) and provide feedback to the Committee

Article 11: Amendments to the Statute

11.1 The Statute of the Association may be amended or altered by a resolution of the committee confirmed by a vote of two-thirds (2/3) of the members present at the annual general meeting, or at an extraordinary general meeting

11.2 Standing orders adopted by the Committee may be amended or altered by a simple majority at any Committee meeting

APPENDIX A

PROCEDURES AT GENERAL MEETINGS AND OTHER MEETINGS

Article 1

- i. The President shall preside over all meetings and assemblies as stipulated in this statute
- ii. Reading of minutes and reports:
 - a. Prior to the general meeting, the minutes of the preceding general meeting, together with the treasurer's reports and any other reports shall be published;
 - b. The minutes, treasurer's and other reports shall be read and discussed only if a formal request to this effect is made.

Article 2 - Matters for Discussion

- i. Should any member desire to propose any motion and/or any resolution for discussion at a General Meeting he is to forward it in writing to the Secretary three days before the General Meeting in order that it may be introduced in the agenda.
- ii. Amendments may be presented to any such motion without prior notice provided that a written statement thereof duly proposed and seconded be handed to the President.
- iii. No person may address the meeting more than once on the same matter. The mover of the original motion, however, shall conclude the debate. The mover of an amendment shall have the right to do so before the amendment is put to the vote.
- iv. The proposer may withdraw a motion or amendment.

Article 3 - Method of Voting

- i. Voting shall be by show of hands. If more than a quarter of those present are in favour of a secret ballot, this procedure shall be followed.
- ii. The President has an original vote and a casting vote.

Article 4 - Procedural Motion

- i. Procedural motions shall take precedence over all terms of address to the Chair apart from the point of order, but shall not carry the right to interrupt the current speaker.
- ii. In the event of a procedural motion being proposed, the President shall ask for a seconder and in the event of the motion being seconded, shall after a brief introduction by the proposer immediately put the procedural motion to the vote.
- iii. In the event of a procedural motion being carried it shall be put into effect immediately.
- iv. The following shall constitute procedural motions:
 - a. challenge to the ruling of the Chairman
 - b. no confidence in the chair:
 - c. the debate on a motion be reopened;
 - d. the meeting be adjourned;
 - e. the meeting proceed immediately to the vote;
 - f. the meeting proceed to the next business;
 - g. consideration of the motion on the table be postponed;
 - h. agenda be suspended or resumed;
 - i. the meeting take an unofficial vote'
 - j. a discussion be not recorded in the minutes;
 - k. voting by secret ballot;
 - l. observers leave the hall

- v. All procedural motions require a simple majority except those mentioned under 4 iv: a, b, h, k. Articles 4 iv: a, b, h require a two thirds majority, Article 4 iv: k requires the consensus of a quarter of those present.

Article 5 - Point of Order

- i. A point of order shall be concerned with the enforcement of interpretation of the aims, bye-laws, statute or standing orders of the MAOT.

ii. A point of order shall take precedence over all other terms of address to the chair and shall require the President immediately to allow the member to make his point of order.

iii. In the event of any member using the point of order to make statements which are not directly related to the defined concern he shall earn the reprimand of the President. If reprimanded on three occasions he shall personally forfeit to use the point of order for the rest of the meeting.

Article 6 - Point of Information

i. A point of information to somebody shall be a brief information of a fact which is of value and relevance at this moment to the current speaker or to the assembly at large. It can in no case be abused to express a personal point of view.

ii. A point of information from someone serves to put a question to the current speaker or to the assembly at large, which is relevant to the particular debate.

iii. When a point of information is indicated to the President while a speaker is exercising his right of speech, the President will ask the speaker whether he will accept the point of information. In the event of his refusing it, the President must take it as soon as the former has finished.

Article 7- The Power of the President

i. Unless contested as in article 4 iv a, the President's Ruling shall be final.

ii. The President shall have the power to suspend temporarily or permanently from the meeting, any person who misbehaves. The person so suspended shall leave the meeting and will take no further part in the discussion and voting in his absence.

iii. In the event of disorder, the President shall have the power to suspend the sitting for such time as he shall deem fit, or to adjourn the meeting,

iv. Suspension of the MAOT regulations governing general meetings shall require the consent of a simple majority.

Article 8

These procedures shall apply to all levels of meetings of the MAOT.