

**CONSTITUTION AND BYLAWS  
of the  
PENNSYLVANIA OCCUPATIONAL THERAPY POLITICAL ACTION COMMITTEE**

**ARTICLE I**

**Name and Definition**

The name of this Committee is the Pennsylvania Occupational Therapy Political Action Committee, hereinafter referred to as the Committee or POTPAC. It is a voluntary, nonprofit, unincorporated Committee of individual occupational therapy practitioners and students, and others interested in the occupational therapy profession and is not affiliated with any political party. The Committee is an independent, autonomous organization and is not a branch or subsidiary of any national or other political action committee, or of any national, state, or district occupational therapy association.

**ARTICLE II**

**Purposes**

The purposes of the Committee are:

(1) To influence or attempt to influence the selection, nomination, election, or appointment of any individual to any State public office.

(2) To influence or attempt to influence the selection, nomination, election or appointment of any occupational therapist, occupational therapy assistant, or occupational therapy student member of the Pennsylvania Occupational Therapy Association (POTA) to any state or local office.

(3) To encourage the candidacy and election of qualified candidates for public office, particularly registered occupational therapists, certified occupational therapy assistants, and occupational therapy students who are members of POTA, regardless of party affiliation, in order to promote decision-making responsive to public need for health care and services, especially as pertaining to occupational therapy services.

(4) To raise funds to fulfill the above purposes.

(5) To assist occupational therapy practitioners and students who are members of POTA, and others in organizing themselves for more effective political action and in carrying out their civic responsibilities.

(6) To encourage occupational therapy practitioners and students who are members of POTA, and others to understand the nature and actions of their government, the important political issues, and the records of office holders and candidates for elective office.

(7) To promote and strive for the improvement of government by encouraging and stimulating occupational therapy practitioners and students who are members of POTA, and others to take a more active and effective part in governmental affairs.

(8) To do any and all things necessary or desirable for the attainment of the purposes stated above.

**ARTICLE III**  
**Membership and Contributions**

Section 1 - Members

Eligible individuals to participate in POTPAC are occupational therapists, occupational therapy assistants, and occupational therapy students who are members of POTA; members of their family; and other individuals interested in the profession. Any eligible person contributing funds to the POTPAC will automatically become an active participant of POTPAC.

Section 2 - Contributions

Contributions to POTPAC shall be subject to the approval of the Advisory Council and such funds shall be disbursed at its discretion.

**ARTICLE IV**  
Advisory Council  
Section 1 - Duties

The Advisory Council shall have general supervision and control over the affairs and funds of the Committee and shall establish and carry out all policies and activities of the Committee. The members shall serve without compensation.

Section 2 - Composition

The Advisory Council shall consist of five voting members including the: chair, secretary/treasurer, and three volunteers .

Section 3 - Selection and Terms

The members of the Advisory Council shall be appointed by the POTPAC chair for a two-year term. Each term shall begin at the time of the organization's annual conference. Should a member resign before the end of their term, a vacancy may occur and new appointment can be made to fill the remainder of the term. If it is determined that the duties and responsibilities of a council member are not being fulfilled, such member may be dismissed by a majority vote of the Advisory Council and a replacement appointed to serve as noted above. All members of the POTPAC Advisory Council shall be members of POTA.

**ARTICLE V**  
**Officers**

Section 1 - Designations, Elections, Terms

The officers of the Committee shall be a Chair and a Secretary/Treasurer. The PAC Chair shall be appointed by the President of the Pennsylvania Occupational Therapy Association. The term of office for Chair shall be two (2) years. The Secretary/Treasurer shall be elected by the existing members of the Advisory Council.

Section 2 - The Chair

The Chair shall be the chief executive officer of the Committee and shall be an ex-officio member of all committees. The Chair shall preside at meetings of the Advisory Council. The Chair shall appoint all sub-committee chairs and members subject to the approval of the Advisory Council.

Section 3 - The Secretary/Treasurer

The Secretary/Treasurer shall perform such duties as are customarily performed by the secretary and treasurer of a political action committee or as prescribed by the Advisory Council. In the absence of a Chair, the Secretary/Treasurer shall convene and preside at the meetings of the Advisory Council. Between meetings of the Advisory Council, should the Chair fail to act for any reason, the Secretary/Treasurer shall automatically become acting Chair until a Chair is appointed by the President of the Pennsylvania Occupational Therapy Association.

**ARTICLE VI**  
**Meetings**

Section 1 - Meetings

The meeting(s) of the Advisory Council shall be held at such a time as may be determined by the Chair. Meetings shall take any form as designated by the Chair.

Section 2 - Quorum

A majority of Advisory Council members shall constitute a quorum. A simple majority of those present shall carry any motion.

**ARTICLE VII**  
**Books, Records, and Finances**

Section 1 - Books and Records

The Committee shall keep correct and complete books and records of account. The Committee's books of account shall be subject to an annual audit by an auditor named by the President of POTA.

## Section 2 - Deposits

The funds of the Committee shall be deposited to the credit of the Committee in such banks or other depositories as the POTPAC Advisory Council may select.

### **ARTICLE VIII**

In the event of dissolution of the POTPAC, the residual funds, if any, shall be transferred to one or more political action committees chosen by the Advisory Council with the advice of the President of POTA.

### **ARTICLE IX**

#### **Amendments to Constitution and Bylaws**

This Constitution and Bylaws may be altered, amended, or repealed and a new Constitution and Bylaws may be adopted by a majority of the members of the Advisory Council, provided that at least thirty-days (30) written notice is given of the intention to alter, amend, repeal, or adopt a new Constitution and Bylaws at such meetings or other means as determined by Advisory Council.

Modified 2/18/13 from the CONSTITUTION AND BYLAWS OF THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION POLITICAL ACTION COMMITTEE (2/2012)  
Modified 12/18/14