

SATZUNG - CONSTITUTION 2014

Constitution of the Council of Occupational Therapists for the European Countries e.V.

§ 1 NAME AND DOMICILE

1. The association has the name Council of Occupational Therapists for the European Countries (COTEC) e.V.
2. The association has the legal form of an association under German law.
3. The domicile of the association is 76307 Karlsbad.

§ 2 AIM, PURPOSE and TASKS

1. Aim

The aim of COTEC is to enable the national associations of occupational therapists in the European countries promote and harmonize standards of professional practice and education of occupational therapists and to advance the science of occupational therapy within Europe.

2. Purpose

The principles of COTEC are:

- 2.1 to keep up to date with developments within the European countries and to pass on information concerning relevant topics to the national professional organisations.
- 2.2 to compile and sort opinions of the national professional associations on important topics relating to occupational therapy and to communicate them to the European Commission and other relevant institutions in the European countries.
- 2.3 to review standards of occupational therapy within the European countries and to offer advice on the implications of the rules relating to standards and to Council Directive of 21 December 1988 on a general system for the recognition of higher-education diplomas awarded on completion of professional education and training of at least three years' duration (89/48/EEC) and Directive 2005/36/EC of 7 September 2005 on the recognition of professional qualifications, including all subsequent additions to and amendments of these rules.
- 2.4 to assist in the development of occupational therapy in the European countries where the profession of occupational therapy does not yet exist and to give support and advice on the formation of a national professional association.
- 2.5 to encourage national professional associations to communicate with the relevant ministries and authorities in their countries, to negotiate changes in legislation and to further spread the profession of occupational therapy.
- 2.6 to support the development of courses of further education for occupational therapists to improve professional standards and methods in practice and education.
- 2.7 to co-ordinate the organisation of COTEC congresses and to assist them in advancing the development of occupational therapy.
- 2.8 to collect, develop and disseminate information and material on occupational therapy.
- 2.9 to co-operate with the European Network of Occupational Therapy in Higher Education (ENOTHE) and to further the development of occupational therapy in Europe.
- 2.10 to co-operate with the World Federation of Occupational Therapists (WFOT) and to exchange information with it.
- 2.11 to form networks with European associations, other professional groups and lobbyists (employers, trade unions, public authorities etc.) and to work together with and preserve them.
- 2.12 to promote internationalisation in education in order to advance quality.
- 2.13 to promote the free movement of professionals within Europe.

3. The activities of the Council do not serve the purposes of a commercial business operation. Any profits may be used only for the purposes set out in this Constitution. The members shall not receive any profit shares and, in their capacity as members, also no other payments out of the assets of the association upon its dissolution.

No person must be given favourable treatment through administrative tasks foreign to the purposes of the association or through disproportionately high remuneration.

§ 3. MEMBERSHIP

1. The national associations of Occupational Therapists of the countries which are also members of the Council of Europe may become members.

2. A national association may join by written declaration.

3. Membership is contingent upon the approval of the General Assembly; an application of a national association for membership can be rejected only for important reasons.

4. Notice of termination of membership must be given in writing with three months' notice before the end of a year. It shall become effective from the following calendar year.

5. Members who fail to pay their fees for two years or more can be expelled from COTEC by the General Assembly.

§ 4. REPRESENTATION OF MEMBERS

1. Each national association having joined COTEC shall nominate a representative and one deputy in writing. These representatives shall be invited to all General Assemblies and other meetings of the Council.

2. The president of COTEC is the contact person for WFOT. The contact person for ENOTHE will be elected by the Executive Committee.

§ 5. INSTITUTIONS of COTEC

1. The institutions of COTEC are

- a) the Executive Committee
- b) the General Assembly

2. The Executive Committee shall consist of six persons, the President, the Vice-President, the Vice President Finance, the Vice President Administration and two Members.

They form the Executive Committee within the meaning of sec. 26 BGB (German Civil Code)

3. The members of the Executive Committee shall be elected by the General Assembly for a term of four years. Re-election for a term of two years in the same position is admissible once. Only members of COTEC's member associations can be elected to the Executive Committee. The elections for the Executive Committee shall be secret ballot.

4. The president automatically resigns as representative or deputy of his/her national association with his/her election to the Executive Committee. His/her national association shall nominate a new representative or deputy for the national association.

5. The Executive Committee stays in office until the new Executive Committee is elected.

6. If a member of the Executive Committee leaves office during a term of office, the Executive Committee can appoint a successor until the next General Assembly which will elect a new member.

§ 6. RIGHTS and DUTIES of the EXECUTIVE COMMITTEE

1. The Executive Committee is represented in court and out of court by two of its members.

2. The Executive Committee shall give itself rules of procedures.

3. The Executive Committee constitutes a quorum if more than half of its members are present.

4. The Executive Committee is responsible for managing COTEC and for implementing the resolutions of the General Assembly. The President and, in the event of his unavailability, the Vice-

President, shall call the General Assembly in writing or via e-mail. The General Assembly may appoint another Chair for the General Assembly.

5. The Executive Committee shall collect the membership fees which are decided at the General Assembly and are necessary to fulfil its tasks according to this Constitution. The tasks of the Executive Committee also include the hiring of staff or, as the case may be, the assignment of management tasks to employees.

§ 7. GENERAL ASSEMBLY

1. The General Assembly approves the following:

- a) annual reports
- b) annual accounts showing all income and expenditures for the preceding fiscal year, the fiscal year is in each case the calendar year;
- c) the actions of the Executive Committee and of management; the amount of the annual contributions and the budget, which is to be prepared by the Executive Committee for the fulfilment of its tasks according to this Constitution;
- d) new elections for the Executive Committee, elections for committees and auditors;
- e) amendments of the Constitution;
- f) dissolution of the COTEC.

2. An annual General Assembly must be called at least once a year.

Extraordinary General Assemblies shall be called if this is necessary in view of the interests of COTEC or if at least half of all members request with reasons that the meeting be called.

3. The agenda for the General Assembly shall be prepared by the Executive Committee. Invitations must be sent in writing or email with a convocation period of at least 3 weeks.

§ 8. RECORD OF DECISIONS

The decisions taken at meetings of the Executive Committee and at General Assemblies shall be set out in writing and be signed by the chairman of the meeting and the keeper of the minutes.

§ 9. AUDIT COMMITTEE

The audit committee consisting of 2 (two) auditors as well as a deputy, whose members must not belong to the Executive Committee, must audit the annual accounts and report to the General Assembly.

§ 10. EXPENDITURES AND MEMBERSHIP FEES

1. The members of the Executive Committee and of the committees shall serve on an honorary basis. Compensation in the amount to be fixed by the Executive Committee shall be paid for cash outlays.

2. Special payments may be made for administrative and management work in the amount fixed in the budget.

3. The members shall pay an annual membership fee based on the number of practising members of the association; details shall be dealt with in contribution rules.

4. The fiscal year is the calendar year.

§ 11. AMENDMENTS OF THE CONSTITUTION AND DISSOLUTION

The General Assembly shall decide on amendments of the Constitution and on the dissolution of COTEC.

Resolutions on amendments of the Constitution or on a revision of the Constitution require a majority of 3/4 of the votes of the members present.

Resolutions regarding dissolution require the presence of at least half of the members as well as a majority of 3/4 of the votes cast. Should a General Assembly called for the purpose of dissolution not constitute a quorum, an extraordinary General Assembly shall be held within a period of six weeks and shall constitute a quorum under all circumstances.

Amended at the 2nd COTEC GA, Oct 26th 2014