

Constitution of the Council of Occupational Therapists for the European Countries, COTEC

§1. NAME AND DOMICILE
<ol style="list-style-type: none"> 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 AND PURPOSE
<ol style="list-style-type: none"> 1. Aim COTEC was established in 1986 with the purpose of coordinating the views of the National Associations of Occupational Therapy in Europe, with the aim of enabling those national associations in the European countries to develop, harmonise and improve standards of professional practice and advance the theory of occupational therapy throughout Europe to best address the health and social issues affecting European Citizens. COTEC strives to make Occupational Therapy visible, valued, accessible and available to all citizens, supporting its Members and by collaboration on a European level. 2. Purpose The principles of COTEC are to promote and advance Occupational Therapy and Therapists by: <ol style="list-style-type: none"> 2.1. keeping up to date with European Union and other relevant developments within the European region, passing on information concerning relevant topics to the national professional organisations. 2.2. compiling opinions of the national professional associations on important topics relating to occupational therapy and to communicating them to the European Commission, WHO-Europe and other relevant institutions in the European countries. 2.3. reviewing standards of occupational therapy within the European countries and offering advice on the implications of directives, additions and amendments on the recognition of professional qualifications.

- 2.4. assisting 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 development of a national professional association.
 - 2.5. encouraging and, if necessary, supporting national professional associations to communicate with the relevant ministries and authorities in their countries, and each other.
 - 2.6. contributing to the organisation of European Occupational Therapy Congress.
 - 2.7. collecting, developing and disseminating information and material on, or relevant to, occupational therapy.
 - 2.8. contributing to the development of Occupational Therapy Europe to promote a single point of contact for occupational therapy across Europe.
 - 2.9. to act as the regional member (Europe) for the World Federation of Occupational Therapists (WFOT).
 - 2.10. forming networks and partnerships with relevant European associations, other professional groups and stakeholders who support or advance the aim of COTEC.
 - 2.11. supporting occupational therapists to work in European countries other than where their primary registration is lodged.
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 organisation upon its dissolution. No person must be given favourable treatment through administrative tasks foreign to the purposes of the organisation, or through disproportionately high remuneration.

§3. MEMBERSHIP

1. The formally constituted national associations of Occupational Therapists of the countries which are also members of the Council of Europe may become Full Members.
2. Each country may only have one membership and one voting seat in the General Assembly.
3. A national association of Occupational Therapists may join by written declaration, with supporting evidence as requested by COTEC

4. Membership is contingent upon the approval of the General Assembly; an application of a national association of Occupational Therapists for membership can only be rejected if supporting evidence is missing or inadequate.
5. Associate Membership may be granted to Occupational Therapy associations in European countries outside the Council of Europe. They have no voting rights but may observe the General Assembly.
6. 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.
7. 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 COTEC Member Association shall nominate a Representative and one Deputy in writing. These Representatives shall be invited to all General Assemblies and other meetings of the Council.

§5. INSTITUTIONS of COTEC

The institutions of COTEC are

1. the Executive Committee
2. the General Assembly

5.1.1 The Executive Committee shall consist of the President, the Vice-President, the Vice President Finance, the Vice President Administration and up to two Members (Member without Portfolio).

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

5.1.3 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 Full member associations can be elected to the Executive Committee. The elections for the Executive Committee shall be by secret ballot.

5.1.4 No Executive Committee member will be the 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.

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

5.1.6 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 the management of COTEC (including co-opting and employing necessary expertise) and for implementing the resolutions of the General Assembly. The President and, in the event of his/her unavailability, the Vice- President, shall call the General Assembly in writing or via e-mail.
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:
 1. annual reports
 2. annual accounts showing all income and expenditures for the preceding fiscal year, the fiscal year is in each case the calendar year
 3. the actions of the Executive Committee and of management
 4. 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
 5. elections for the Executive Committee, (elections for committees including the Audit Committee and the Electoral Committee)
 6. amendments of the Constitution
 7. 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 (three) weeks.

§8. RECORD OF DECISIONS

1. The decisions taken at meetings of the Executive Committee and at General Assemblies shall be set out in writing.

§9. AUDIT COMMITTEE

1. 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. ELECTORAL COMMITTEE

1. The Electoral committee consisting of 3 (three) members, who must not belong to the Executive Committee nor be nominated for such a position are responsible for the call for nominations and the elections for the Executive Committee at the General Assembly.

§11. 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.

§12. AMENDMENTS OF THE CONSTITUTION AND DISSOLUTION

1. The General Assembly shall decide on amendments of the Constitution and on the dissolution of COTEC.
2. Resolutions on amendments of the Constitution or on a revision of the Constitution require a majority of $\frac{3}{4}$ of the votes of the members present.
3. Resolutions regarding dissolution require the presence of at least half of the members as well as a majority of $\frac{3}{4}$ 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 6th COTEC General Assembly, October 7th, 2018