

Statutes of the Swedish Association of Occupational Therapists

**Adopted by the General Assembly 2000,
most recently revised in 2021**



**SWEDISH ASSOCIATION OF
OCCUPATIONAL THERAPISTS**

Statutes adopted by the General Assembly
of the Swedish Association of Occupational Therapists 2000.

Revised in 2004, 2006, 2010, 2012 , 2015, 2018 och 2021.

© Sveriges Arbetsterapeuter

arbetsterapeuterna.se

Index

- 1. Composition and Objectives 5**
 - 1.1 Constitution 5
 - 1.2 Common values 5
 - 1.3 Objectives 5
- 2. Membership 7**
 - 2.1 Membership 7
 - 2.2 Obligations of members 7
 - 2.3 Resignation 8
 - 2.4 Expulsion 8
 - 2.5 Re-entry 9
 - 2.6 Right to assistance (and/or service) 9
- 3. Organization 10**
 - 3.1 Organization 10
 - 3.2 Minutes 10
 - 3.3 Voting 10
- 4. General Assembly 11**
 - 4.1 Authority 11
 - 4.2 General Assembly 11
 - 4.3 Extraordinary meeting of General Assembly 11
 - 4.4 Delegates 11
 - 4.5 Notice of meetings, agenda, documents 13
 - 4.6 Agenda 13
 - 4.7 Right to attend 14
- 5. Board 16**
 - 5.1 Authority 16
 - 5.2 Constitution 16
 - 5.3 Function of the Board 16
 - 5.4 Executive Committee 17
- 6. Council of Local Branch Chairpersons 18**

- 7. Local Branches 19**
 - 7.1 Authority 19
 - 7.2 Constitution 19
 - 7.3 Working practices 19
- 8. The Associations's Student Organization 20**
- 9. Delegations and Committees 21**
- 10. Ethical Council 22**
 - 10.1 Authority 22
 - 10.2 Constitution 22
 - 10.3 Working practices 22
- 11. The Specialist Advisory Council 24**
 - 11.1 Authority 24
 - 11.2 Constitution 24
 - 11.3 Working Practices 24
- 12. Nominations Committee 25**
- 13. Arbetsterapeuten (The Occupational Therapist) 26**
- 14. Honorary Membership 27**
- 15. Scholarship Fund 28**
- 16. Finances 29**
 - 16.1 Membership fees 29
 - 16.2 Dispute fund 29
 - 16.3 Additional charges 29
 - 16.4 Unemployment Fund 30
 - 16.5 Auditors 30
- 17. Amendment of Statutes 31**
- 18. Dissolution 32**

1. Composition and Objectives

1.1 CONSTITUTION

The Swedish Association of Occupational Therapists (henceforth the Association) is an association of occupational therapists who have been trained or are undergoing training by means of educational programmes approved by the Association and the World Federation of Occupational Therapists (WFOT). The Association is a non-political association. The Association is a member of the Swedish Confederation of Professional Associations (Saco).

1.2 COMMON VALUES

The Association's common values are based on the values that characterise a democratic state governed by law, as expressed in the Swedish Constitution, the UN General Declaration of Human Rights as well as the European Convention on the protection of human rights and personal liberties.

1.3 OBJECTIVES

The Association shall watch over and further the employment and vocational interests of its members. In particular, this means that the Association shall:

- seek to obtain good salaries and salary increments.
- seek to obtain sound conditions of employment, opportunities for employment, and suitable work organizations.
- seek to ensure sound educational opportunities for occupational therapists.
- seek to ensure sound opportunities for further education as well as training and research.
- develop the links between education and research and practical activities in order to ensure a sound vocational development for occupational therapists.

- develop close co-operation with Nordic and international associations of occupational therapists
- disseminate information about occupational therapy and occupational therapists.

2. Membership

2.1 MEMBERSHIP

Membership of the Association is granted – after written application – by the Board of the Association. The following persons may be accepted as members:

1. Those having passed an examination following an education in occupational therapy in accordance with 1.1.
2. Those who, after review by the Board of the Association, are in specific cases considered to have an equivalent education.
3. Those who are undergoing an educational programme as defined in 1.1.

Membership is considered to commence on the first day of the month in which an application has been received by the Association's secretariat. Membership may be denied to an individual who on review could be expelled from the Association according to point 2.4.

Information about members, over and above the fact of their membership, may only be used for the internal activities of the Association and should consequently be treated as confidential.

2.2 OBLIGATIONS OF MEMBERS

Members are obliged:

1. To comply with these statutes and to act on the basis of approved decisions.
2. To respect negotiated agreements.
3. To conduct themselves loyally, on the labour market and in other contexts – as employees and in vocational terms – in relation to the Association.
4. In their vocational activities to use the Association's Code of Ethics as the basis of their work.

Actions which a member may take on account of employment duties shall not be regarded as lack of solidarity.

2.3 RESIGNATION

Members are entitled to resign from the Association after submitting their written resignation. Resignation of membership shall be sent in writing to the secretariat of the Association and should be accompanied by information about the reason.

Membership is terminated at the end of the third month after receipt of resignation.

However, an application to resign from the Association shall remain pending from the day the Association, the central union organization to which the Association is affiliated, or its equivalent has given notice of industrial action until the day when peace has been restored on the labour market. This shall apply regardless of whether the Association is directly involved in the dispute or not. The period of resignation shall not infringe on the member's right to resign from an unemployment benefit fund.

2.4 EXPULSION

The Board of the Association is entitled to decide to expel a member who:

1. Disregards the obligations stipulated in 2.2.
2. In words or deeds expresses values that contravenes the common values of the Association.
3. Has breached the Association's Code of Ethics.
4. Has not paid due fees, despite reminders.

Before the expulsion is implemented, a member is entitled to submit his/her views on the matter to the Board of the Association.

2.5 RE-ENTRY

Persons who apply for re-entry to the Association shall have settled their liabilities to the Association.

A person who has been expelled on the basis of 2.4 point 1–3 is not entitled to become a member again until one year has passed from the date membership terminated, except where otherwise decided by the Board of the Association.

2.6 RIGHT TO ASSISTANCE (AND/OR SERVICE)

A member who has paid due fees is entitled to service in accordance with 1.3.

A member is not entitled to individual assistance in negotiating a matter relating to an event/events that occurred prior to his/her application for membership having been received by the Association.

3. Organization

3.1 ORGANIZATION

The Association's activities are conducted in accordance with these Statutes as follows:

1. General Assembly
2. Board of the Association
3. Executive Committee of the Board
4. Council of Local Branch Chairpersons
5. Local Branches
6. The Association Student Organization
(Sveriges Arbetsterapeutstudenter)
7. Delegations and Committees
8. Nominations' Committee
9. Secretariat

3.2 MINUTES

Minutes shall be kept at meetings of the General Assembly, the Board, the Executive Committee, Annual Meetings of Local Branches.

3.3 VOTING

When voting at a General Assembly, meeting of the Board, the Executive Committee or a local branch, decisions are taken by simple majority except when otherwise stipulated in the Statutes. In the event of equal votes being cast, the view supported by the chairperson is to prevail, except at the General Assembly, where drawing lots will decide. Voting by sealed ballot is to take place if anyone so requests.

4. General Assembly

4.1 AUTHORITY

The General Assembly is the supreme decision-making organ of the Association.

4.2 GENERAL ASSEMBLY

A General Assembly is to be held every third year during the period 1 October to 30 November. The Board of the Association decides the date and venue of the General Assembly.

4.3 EXTRAORDINARY MEETING OF GENERAL ASSEMBLY

The Board of the Association may convene an extraordinary meeting of the General Assembly should specific circumstances make it necessary. An extra-ordinary meeting of the General Assembly shall be convened if so requested by at least one-third of the number of Delegates, by the Association's auditors, or upon the written request of at least one-tenth of the Association's members. When an extraordinary meeting of the General Assembly is called for it shall be held within 30 days from the date when the request reached the Association.

4.4 DELEGATES

Mandates for a General Assembly are calculated in accordance with the number of members at local branches / the number of student members on December 31st of the year prior to a General Assembly.

Delegates are appointed by the Association's local branches at their annual meetings, held during the period February 1st –March 31st, preceding an ordinary General Assembly. The national Board of the Student Organization of the Swedish Association of Occupational Therapists appoint delegates no later than seven days before the General Assembly.

If there are special circumstances, a local branch may appoint a delegate no later than seven days before the General Assembly.

The local branch appoints a number of delegates in accordance with the table below, together with an equal number of deputies. Deputies are not personal but should partake in accordance with a predetermined order (ranked at the annual general meeting of the branch or at a constituent meeting of the board), or by drawing lots.

The national Board of the Student Organization of the Swedish Association of Occupational Therapists appoints a number of delegates in accordance with the table below, together with an equal number of deputies. Deputies are not personal but should partake in accordance with a predetermined order (ranked at the annual general meeting of the branch or at a constituent meeting of the board), or by drawing lots.

Number of members at local branch/total number of student members	Number of delegates
1-150	1
151-350	2
351-650	3
651-950	4
951-1250	5
1251-1550	6
1551-1850	7
1851-	8

Election of delegates for a General Assembly is for the period July

1st of the first year up to and including June 30th of the fourth year. Student members at places of education elect delegates before each General Assembly.

If a delegate or deputy resigns during his/her term of office, it is up to the board of the local branch or the national board of the Student Organization of the Swedish Association of Occupational Therapists to appoint a replacement.

4.5 NOTICE OF MEETINGS, AGENDA, DOCUMENTS

Notice of ordinary General Assemblies and any proposals for amendments to the statutes shall be sent out no later than 10 weeks in advance. The agenda and other documents shall be sent out no later than four weeks before the meeting of the General Assembly.

Notice convening an extraordinary meeting of the General Assembly shall be sent out no later than 10 days in advance.

Ordinary delegates to General Assemblies and deputies shall be sent all documents.

4.6 AGENDA

In addition to the election of functionaries, the agenda for an ordinary General Assembly shall include:

1. Approval of list of voters.
2. Consideration of the Board's Annual Report as well as the Auditors' report concerning the activities and finances of the Association together with resolution(s) concerning discharge from liability for the Board and the Scholarship Fund's Board.
3. Decision on objectives and fees for the coming term of office.
4. Election of chairperson, vice chairperson and other members of the Board.

5. Election of auditors and auditors' deputies for the coming term of office.
6. Election of nominations committee.

In addition, other items that have been included in the Agenda for the General Assembly shall be considered.

The agenda is also to include motion(s) which local branches, the Student Organization of the Swedish Association of Occupational Therapists or a member has raised in writing to the Board no later than June 15th of the year for the General Assembly. Given such motion(s) the Board shall state its view thereon.

Should a proposal which has not been included in the agenda be raised at an ordinary General Assembly, the matter may be considered if at least three quarters of the delegates present so decide. Notice of such proposal(s) must be given at the opening of the meeting.

At an extraordinary General Assembly, only matters that are specified in the notice to convene the assembly can be considered.

4.7 RIGHT TO ATTEND

Delegates are entitled to attend, speak, make proposals and take part in decision at the General Assembly.

Members of the Board who are not delegates, as well as the auditors elected at a General Assembly are entitled to attend, speak and make proposals at the General Assembly.

Chairpersons of local branches who are not delegates, deputies from branches with only one ordinary delegate, staff employed at the secretariat of the Association and any other person, after special decision by

the General Assembly to do so, are entitled to attend and speak at the General Assembly.

All members of the Swedish Association of Occupational Therapists as well as specially invited guests are entitled to attend, unless the General Assembly decides otherwise when dealing with a particular matter.

5. Board

5.1 AUTHORITY

The Board of the Association has immediate responsibility for managing the activities of the Association; it also serves as the supreme decision-making organ of the Association between meetings of the General Assembly.

5.2 CONSTITUTION

The Board consists of a chairperson, vice chairperson and seven members. The Board is appointed at a General Assembly among the members of the Association.

One of the members represents the Student Organization of the Swedish Association of Occupational Therapists. He/she is elected after proposal by the student organization of the Swedish Association of Occupational Therapists. If the representative of the Student Organization resigns during his/her term of office, the student organization has the right to appoint a new member for the remainder of the term of office.

The Board is quorate when six board members are present. The Board shall meet at least four times a year.

5.3 FUNCTION OF THE BOARD

The functions of the Board are:

1. To administer the Association's activities in accordance with the statutes of the Association and on the basis of decisions made in accordance with the statutes.
2. To ensure that the interests of members are safeguarded in the best manner.
3. To prepare business for consideration by the General Assembly.

4. To draw up the agenda for meetings of the General Assembly.
5. To implement decisions made by the General Assembly.
6. To make decisions on matters of great importance or involving important principles, in those cases where the decision making power does not rest on the General Assembly.
7. To accept responsibility for the management of the Association's assets.
8. To accept responsibility for publishing the journal Arbetsterapeuten.
9. To appoint representatives to WFOT and other international activities.
10. To delegate authority to one or more individuals to sign documents, etc. in the name of the Association.
11. To appoint representatives to various Saco organs.
12. To appoint the necessary committees and delegations.

5.4 THE EXECUTIVE COMMITTEE

The Executive Committee consists of the chairperson and vice chairperson of the Association. The Committee is to handle matters submitted to it by the Board.

6. Council of Local Branch Chairpersons

The Council of Local Chairpersons consists of the Chairpersons or deputy Chairpersons of the local branches. Meetings of the Council are convened by the Board at least once annually. The Council is an advisory body to the Board of the Association.

7. Local Branches

7.1 AUTHORITY

The regional/local activities of the Association are conducted through Regions. Each Local Branch is responsible for the activities, relating specifically to members. It is assumed that the Local Branches will conduct their activities in close co-operation with the Board of the Association. The general Assembly shall establish standard statutes for the Local Branches.

7.2 CONSTITUTION

A Local Branch is instituted for each county. Local Branches may be instituted for health care authorities. If appropriate, Local Branches may be instituted or districts within a county. A Local Branch may opt to operate through a Sub-region.

7.3 WORKING PRACTICES

The activities of the Local Branch are administrated by a Board having at least three members. The Board is appointed at the annual meeting of the Local Branch, which is held each year between February 1 and March 31. At the annual meeting of the Local Branch delegates are elected to attend meetings of the General Assembly of the Association. A Local Branch shall have statutes, which are established by the annual meeting and require the approval of the Board of the Association. Student members who are undergoing education in occupational therapy within the county covered by the Local Branch are entitled to attend, speak and vote at annual meetings of the Local Branch and at other meetings of members, except on matters concerning the General Assembly. Student members receiving an education in occupational therapy within the area of activity of the Local Branch are entitled to appoint one member to the Local Board.

8. The Association's Student-organization (Sveriges Arbetsterapeutstudenter)

Members of the Association who are receiving an education in occupational therapy should belong to the Student Organization of the Swedish Association of Occupational Therapists, known as Sveriges Arbetsterapeutstudenter. The objectives, activities, etc. of Sveriges Arbetsterapeutstudenter are regulated by means of statutes adopted by the student organization. In order to be valid these statutes require the approval of the Board of the Association.

9. Delegations and Committees

The Board of the Association is entitled to appoint delegations for special tasks. Delegation may be permanent or ad hoc.

The Board of the Association is to appoint a delegation for matters concerning scholarship. This delegation shall consist of five members. The aforementioned delegations are to be appointed for the period between meetings of the General Assembly.

10. Ethical Council

10.1 AUTHORITY

The Ethical Council is the Board of the Association's planning organ for dealing with matters of professional ethics.

The Ethical Council shall:

- support the Association's members in connection with matters relating to professional ethics and keep itself informed about current ethical issues of importance to occupational therapists.
- stimulate an active discussion on ethical matters.
- regularly review and update the Code of Ethics and when it is considered appropriate recommend to the Board of the Association that proposals on ethical matters be submitted to the General Assembly

10.2 CONSTITUTION

The Ethical Council consists of five to seven members with a particular interest in and knowledge of ethical questions.

The members of the Ethical Council are appointed by the Board of the Association, which shall also appoint the chairperson. One member shall be appointed among the members of the Board. One member shall have professional qualifications in ethics with an interest in matters relating to health care ethics. The other members shall be appointed among the members of the Association.

10.3 WORKING PRACTICES

The members of the Ethical Council are expected not to disclose anything about what they have discovered in their work about occupational therapists and their activities.

The Ethical Council shall submit an annual report on its activities to the Board of the Association. This report shall reflect current issues

and may also deal with problems, which have arisen as a result of complaints.

The Ethical Council shall meet twice a year and otherwise at the discretion of the Chairperson.

There shall be a quorum at meetings of the Ethical Council when at least four members are present and decisions are made by simple majority.

11. The Specialist Advisory Council

11.1 AUTHORITY

The Specialist Advisory Council is appointed by the Board and is responsible for the specialist education in occupational therapy in accordance with the specialist standards decided by the General Assembly.

The Specialist Advisory Council is responsible for:

- planning and implementing the parts of specialist education that are carried out under the auspices of the Association
- issuing Certificates of Specialist Qualification to occupational therapists who have completed specialist education in accordance with the Association's specialist standards.

Decisions by the Specialist Advisory Council can be appealed against to the Board of the Swedish Association of Occupational Therapists.

11.2 CONSTITUTION

The Specialist Advisory Council consists of five to seven members, one of whom is chairperson. Members of the Specialist Advisory Council are appointed by the Board, who also appoint the chairperson. Council members should represent each and every specialist area. Members must have a PhD or specialist education and be active in their specialist area.

11.3 WORKING PRACTICES

The Specialist Advisory Council is to meet four times a year and as necessary whenever the chairperson deems it appropriate. The Specialist Advisory Council is quorate when at least four members are present, decisions being made by simple majority.

12. Nominations Committee

The Association shall have a Nominations Committee. This shall consist of three individuals who are not members of the Board of the Association. The Nominations Committee is elected by the ordinary General Assembly. One of the three members shall convene meetings. The Nominations Committee shall prepare the elections, which are incumbent on the General Assembly.

13. Arbetsterapeuten (The Occupational Therapist)

The Association publishes the journal Arbetsterapeuten, which is distributed to the members of the Association at no extra charge.

14. Honorary Membership

The General Assembly may decide to grant Honorary Membership following a proposal from the Board of the Association.

Honorary Membership may be granted to a member of the Association who has worked perseveringly over a considerable period of time to develop occupational therapy and to clarify the importance of efforts made by occupational therapists, i.e. to realise the goals of the Association. Honorary membership may also be granted to a person who is not an occupational therapist but who, in a similar manner, has worked over a considerable period of time to develop and/or clarify the importance of occupational therapy.

15. Scholarship Fund

The Association's Scholarship Fund is administered in accordance with special fund statutes by a delegation appointed by the Board of the Association.

16. Finances

16.1 MEMBERSHIP FEES

The Association's membership fees are decided by the General Assembly.

Members are obliged to pay their membership fees in accordance with the regulations concerning methods of payment, which are announced by the Board of the Association.

The Board of the Association may grant a temporary reduction in or waiver of membership fees.

Members shall inform the secretariat of the Association without being so requested of changes in name, address and employer, and, after being requested, shall provide information about his/her salary and conditions of employment.

Fees shall be paid in the manner prescribed by the Board of the Association.

16.2 DISPUTE FUND

The Association shall have a dispute fund. This dispute fund shall be regulated by statutes, which have been approved by the General Assembly.

16.3 ADDITIONAL CHARGES

The Board of the Association may, if it considers it necessary, levy additional charges on members in order to defray costs in connection with current or expected industrial disputes. Should the central organization request funds from the Association in connection with a potential or current industrial dispute, the Board of the Associa-

tion is also empowered to levy additional charges on the members for such purposes, even if the Association is not involved in the dispute in question.

Additional charges in connection with disputes may not be levied on student members or members who enjoy an equivalent reduction in membership dues.

In the case of members who are also affiliated to other Saco unions, the Board of the Association shall determine the additional charge on the basis of the reduction, which the member enjoys in accordance with 16.1.

16.4 UNEMPLOYMENT FUND

Members may join the recognised Unemployment Office of the Professional Associations (Akademikernas a-kassa) if they are entitled to do so in accordance with the statutes.

16.5 AUDITORS

The administration of the Association shall be scrutinised by two auditors, each of whom shall have an alternate. One auditor and one alternate shall be authorised public accountants.

17. Amendment of Statutes

Decisions to amend these statutes shall be made by the General Assembly. Proposals to amend the statutes are sent out together with the notice convening meetings of the General Assembly. If an amendment is to come into effect, the decision requires the support of at least two-thirds of the delegates present. The statutes may also be amended by a simple majority at two successive ordinary meetings of the General Assembly.

18. Dissolution

A decision to dissolve the Association shall be made by means of a decision at a General Assembly, which has the support of at least a four-fifths majority. Any assets remaining shall be used for purposes decided upon in connection with the decision to dissolve the Association.



SWEDISH ASSOCIATION OF
OCCUPATIONAL THERAPISTS

Box 760 • 131 24 Nacka • Sweden
kansli@arbetsterapeuterna.se
arbetsterapeuterna.se