

OCSS By-Laws
Approved August 8, 2009

MEMBERSHIP

The board may offer co-membership to any affiliate organization. *(Article II, Section 1. Membership)*

Corporate membership shall be granted at the same rate as offered to individual members. Corporate conference exhibit fees shall be determined by the conference committee. *(Article 2, Section 2. Member Dues)*

MEETINGS

The Board shall be required to meet a minimum of five times annually. Meeting dates are to be approved and published by the Executive Committee. *(Article III, Section 7. A and B)*

The NCSS Delegate/Parliamentarian shall be responsible for maintaining Board meeting attendance records and authorize the voting rights by Board members. *(Article III, Section 5. Duties of Officers. Subsection E. NCSS Delegate/Parliamentarian)*

Any or all board and/or Executive Committee decisions made be made through electronic communications. *(Article III, Section 6. Executive Committee Powers)*

ELECTIONS

Deadline for filing for office shall be October 31st; voting shall close on December 15th of every year. *(Article III. Section 3. Elections)*

Vacancies for the Presidency shall be filled according to the following order: Vice-President, Secretary, Treasurer, and the NCSS Delegate/Parliamentarian. *(Article III, Section 4 Terms of Office)*

TERMS OF OFFICE

Officers shall be removed from office for misappropriation of funds, misrepresentation of the council and/or council's stated position, or negligence of responsibility. Any OCSS members may bring complaints in writing to the board's attention. Investigation regarding action to be taken will be accomplished at a special session established by the board. *(Article III)*

ANNUAL MEETING

All OCSS officers and members-at-large will assume responsibilities for the annual conference, as designated by the Vice-President as chair of the conference. *(Article 2, Section 3)*

The agenda for the Annual Meeting shall consist of the following:

- Report of the President on the state of the council and social studies in the state of Oklahoma
- Official report of the treasurer

- Membership report by the secretary
- Report by attendees to NCSS conferences
- Approval of any Constitutional amendments or changes to the by-laws
- Election of new officers
- Awards granted by OCSS
- Recognition of outgoing officers

Annually, OCSS may offer awards in the following categories:

- Rising Star Teacher of the Year for elementary, middle school, and high school levels,
- Outstanding Teacher of the Year for elementary, middle school, and high school levels,
- Friend of Social Studies given to “any individual or organization who has made significant contributions to the field of social studies in the state of Oklahoma.”
- OCSS Service Award given to “any individual who has donated time and effort to the advancement of the council, its mission, and goals.”

The awards will be granted through nominations submitted directly for the awards committee, as designated by the conference chair. *(Article 2, Section 3. Annual Meeting)*

FINANCES

Since service on the OCSS board is a voluntary commitment to the organization, no travel or meals expenses will be reimbursed. *(Article III, Section 5. Duties of Officers. Subsection D. Treasurer)*

Any expenses to be incurred by the organization shall not be reimbursed without prior approval by the Executive Committee, upon receipt of purchase. The Treasurer will be legally responsible for any expenditures not approved by the OCSS Board. *(Article III, Section 5. Duties of Officers. Subsection D. Treasurer)*

At each board meeting, the treasurer shall offer an itemized financial report showing expenditures by type, vendor, and amount, in addition to incoming monies by type and source. *(Article III, Section 5. Duties of Officers. Subsection D. Treasurer)*

On all OCSS monetary accounts, the Treasurer and the President and/or Secretary will be authorized co-signers of every account. *(Article III, Section 5. Duties of Officers. Subsection D. Treasurer)*

COMMUNICATIONS

All publications in print or electronic method must be approved by the Communications Chair or any Executive Officer prior to distribution. *(Article III, Section 6. Executive Committee Powers)*

AMENDMENTS

Amendments to the by-laws may be submitted to the Executive Committee in writing by any OCSS member prior to October 31st and will be approved by a majority vote of the general membership casting votes in the annual election of officers. *(Article IV. Amendment Process)*