

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 annual conference committee. (Article 2, Section 2. Member Dues)

MEETINGS

The Board shall be required to meet 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 may be made through electronic communications at the discretion of the President. (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
- Official report of the treasurer
- 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, chaired by the secretary. (Article 2, Section 3. Annual Meeting)

FINANCES

Since service on the OCSS board is a voluntary commitment to the organization, travel or meal expenses incurred for attendance to Board meetings or the annual state conference shall not 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)

Pending the availability of funds, reimbursements for travel expenses incurred by Executive Officers representing the Council at the National Council for Social Studies Annual Conference may be offered upon majority vote by the Board prior to each annual conference. Such reimbursements will be offered exclusively to three Executive Officers in the following priority: President, Vice-President, and NCSS Delegate. In the case of any one of these three Executive Officers' inability to attend the national conference, reimbursements may be offered to only the remaining Executive Officers in the following priority: Treasurer, Secretary. All reimbursements will be issued by the Treasurer following attendance to the annual national conference. (Article III, Section 5. Duties of Officers. Subsection D. Treasurer)

Pending the availability of funds, reimbursements for travel expenses incurred by the President to participate in the annual NCSS leadership conference may be offered upon a majority vote of the Board prior to each leadership conference. In the case of the President's inability to attend the NCSS leadership conference, the Vice-President shall be the sole alternate representative of the Council and be offered reimbursement for travel expenses. Reimbursement will be issued by the Treasurer following attendance to the annual leadership conference and report to the Board. (Article III, Section 5. Duties of Officers. Subsection D. Treasurer)

COMMUNICATIONS All publications in print or electronic method must be approved by the President or Vice-President prior to distribution. The Board may designate additional Board members or volunteers to publish up-to-date electronic notices. (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)