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# BYLAWS

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## ARTICLE I – BYLAWS

**Section 1:** These Bylaws, as adopted and amended, will provide for the continuing operation of the Central Oklahoma Chapter of the American Society for Training and Development.

## ARTICLE II – MEMBERSHIP

**Section 1:** Any person desiring membership in the Central Oklahoma Chapter shall fill out the prescribed application and submit it to the Membership Vice President.

**Section 2:** Each membership shall be subject to the approval of the Executive Board of Directors. If a split occurs, a simple majority will rule.

**Section 3:** Three membership options shall be offered: individual, group (corporate), and student (proof of current student status).

**Section 4:** National membership in ASTD is encouraged, but will be optional with the individual members.

**Section 5:** The membership directory will be made available to all members in good standing.

## ARTICLE III – DUES

**Section 1:** Membership dues cover a twelve (12) month period and are billed annually on the member's anniversary of membership.

**Section 2:** Dues options:

- 2.1 Individual \$50.00
- 2.2 Group (5 or more people from the same organization) \$200.00. Each additional person from the same organization \$40.00
- 2.3 Undergraduate Student (with proof of current student status) \$25.00
- 2.4 Graduate Student (proof of current active student status) \$25.00

## ARTICLE IV – OFFICERS

**Section 1:** The election process shall be as follows:

- 1.1 The President-Elect will be responsible for providing office descriptions and guidelines on the nomination process to all Chapter members in advance of the nomination.
- 1.2 A slate of officers will be submitted to the membership by a nominating committee appointed by the Executive Board of Directors and chaired by the President-Elect.
- 1.3 The membership will be given two weeks written notice of the election.
- 1.4 Nominations will be accepted from members in accordance with the Policies and Procedures Guidelines.
- 1.5 Election will be by a simple majority of members in good standing who vote.

**Section 2:** The following are the responsibilities of the officers:

- 2.1 **PRESIDENT** – Shall preside at all meetings of the Chapter, execute policies and directives of the Executive Board of Directors, function as Chair of the Board, have authority to sign documents, represent the Chapter at Regional Council Meetings or appoint a representative, serve as a liaison with National,, have the responsibility for monitoring the performance of the Board of Directions and its members, and act in all other respects as is the custom and responsibility of the President of the organization
- 2.2 **PRESIDENT-ELECT** – Shall be expected to assume the office of the President in the succeeding year. Shall preside at all meetings of the Chapter, Board of Directors, and Committee meetings in the absence of the President. In the event the President is unable to complete the year, the President-Elect will complete the remainder of that term of office. In the event the President-Elect cannot assume the duties of the President, the Executive Board of Directors shall elect a new President who shall complete the remainder of that term.
- 2.3 **CHAPTER COMMUNICATION VICE PRESIDENT** – Shall keep full records of the proceedings of the Board of Directors’ meetings and other meetings, which by reason of constitutional and legal requirements or in the opinion of the Board, are subject to documentation. Shall have the authority to attest to documents and actions of the Officers and Board.
- 2.4 **FINANCE VICE PRESIDENT** – Shall be responsible for the collection, custody, disbursement, and accounting for all monies of the Chapter.
- 2.5 **EXECUTIVE ADVISOR** – Shall serve in an advisory capacity to the Board of Directors.
- 2.6 **PUBLIC RELATIONS VICE PRESIDENT** – Shall be responsible for coordinating all public relations, public information, and marketing activities of the Chapter.
- 2.7 **MEMBERSHIP VICE PRESIDENT** – Maintains and updates appropriate membership records and compiles the membership directory. Coordinates new member recruitment, current member retention, new member orientation, and hospitality at Chapter meetings.
- 2.8 **PROGRAMMING VICE PRESIDENT** – Plans and implements regular Chapter programs. Is responsible for meeting announcements; prepares program budget; coordinates with speakers, develops and coordinates special events and programs, and surveys Chapter members at least once every two years for program interests and needs.
- 2.9 **SPECIAL PROJECTS VICE PRESIDENT** – Shall be responsible for developing and coordinating community service projects, or any other activity as approved by the Board.

**Section 3:** Members of the Board of Directors shall be required to be National members.

## **ARTICLE V – COMMITTEES**

**Section 1:** Committee chairs shall be appointed by the reporting officer with approval of the Executive Board of Directors and shall serve as consulting members of the Board of Directors. Committees may be added or deleted as needed.

**Section 2:** Incoming Vice Presidents shall submit a list of committees, complete with a description of the committee’s function, and recommendations for committee chairs to the incoming President before the Board of Directors meets.

**Section 3:** The Chapter organization chart, accompanied by the list of committees, functions, and committee chairs shall be published each year.

#### **ARTICLE VI – BOARD OF DIRECTORS**

**Section 1:** Each member of the Executive Board of Directors shall have one vote on matters before the Board, with President casting a vote in case of a tie.

**Section 2:** The Board of Directors shall meet at least eight times during their terms.

**Section 3:** Duties of the Board of Directors follow:

- 3.1 To approve or disapprove committee chairs recommended by the reporting officer.
- 3.2 To determine the policies of the Chapter within the limits prescribed by the Constitution and Bylaws of this Chapter and National.
- 3.3 To establish annual goals for the Chapter.
- 3.4 To counsel the President in the conduct of that office.
- 3.5 To develop an annual budget, appropriate funds for Chapter operation according to sound business practice, and provide for the audit of Chapter records as deemed necessary.
- 3.6 To fill a vacancy occurring during the term of any officer with the exception of the President, which will be filled according to Article IV, Section 2.2.

**Section 4:** The Executive Board of Directors shall have the authority to remove any officers or committee chairs who do not adequately perform their responsibilities. Non-performance is defined as failure to meet their objectives within a reasonable time. The procedure for removal follows:

- 4.1 The President shall have a private discussion with the member to determine cause and commitment, to counsel and offer aid, and to set a date for satisfactory performance. In the event the non-performing member is the President, the President-Elect shall have this responsibility.
- 4.2 If unsatisfactory performance continues, the President will ask the member to resign from the Board.
- 4.3 If the member refuses to resign, the Executive Board may remove the member by a vote of two-thirds majority.
- 4.4 The Chapter membership may recall an officer or committee chair by two-thirds majority vote of those present at a meeting addressing the issue. Written notice of the issue to be discussed at the meeting must be sent to all members two weeks in advance of the meeting.

#### **ARTICLE VII – MEETINGS**

**Section 1:** Regular meeting of the Chapter shall be held at least four times per year.

**Section 2:** The place of the meeting shall be determined by the Arrangements Vice President with guidelines from the Board.

#### **ARTICLE VIII – PROFESSIONAL DEVELOPMENT NETWORKS**

**Section 1:** The Central Oklahoma Chapter shall not be financially responsible for activities undertaken by Professional Development Networks (PDNs).

**Section 2:** The chairpersons of Professional Development Networks shall be ex-officio consulting members of the Central Oklahoma Board of Directors.