

BY-LAWS  
of the  
OKLAHOMA SPEECH THEATRE COMMUNICATION ASSOCIATION

Article I - Membership

Section 1 - Membership categories shall consist of:

- A. Student
- B. Regular
- C. Institutional
- D. Honorary permanent
- E. Honorary

Section 2 - Student membership

- A. Undergraduate Student Membership shall be open to any undergraduate student who is carrying a minimum of 9 hours. Undergraduate Student Members shall receive the OSTCA Newsletter.
- B. Graduate Student Membership shall be open to any Graduate Student who is carrying a minimum of 6 hours. Graduate Student Members shall receive the OSTCA Newsletter.

Section 3 - Regular membership

- A. Shall be open to anyone interested in the promotion of communication and theatre education;
- B. Shall be eligible to hold office;
- C. Shall have voting privileges;
- D. Shall receive the OSTCA Newsletter.

Section 4 - Institutional membership

- A. Shall be open to any organization, business or other agency;
- B. Shall not have voting privileges;
- C. Shall receive the OSTCA Newsletter.

Section 5 - Honorary permanent membership

- A. May be conferred upon anyone who has been a member for 15 years;
- B. Is retired;
- C. Is no longer active in the profession;
- D. Shall be eligible to hold office;

- E. Shall have voting privileges;
- F. Shall receive the OSTCA Newsletter.

Section 6 - Honorary Membership

- A. Shall be conferred by the Executive Council;
- B. Shall receive the OSTCA Newsletter.

Section 7 - The membership year of this association shall be September 1 to August 31.

Article II - Dues and Fees

- Section 1 - Annual membership dues shall be established by the Executive Committee;
- Section 2 - Honorary and Honorary Permanent members hold such membership without payment of dues;
- Section 3 - Conference fees may be established by the Executive Council or by any Division hosting a conference.

Article III - Duties of Officers

Section 1 - The duties of the President shall be to:

- A. Preside at all meetings of the Association;
- B. Call and chair regular or special meetings of the Executive Council;
- C. Submit an agenda for any meeting called;
- D. Appoint standing or special committees according to the provisions of the By-Laws;
- E. Fulfill other responsibilities which may be set forth in the By-Laws.

Section 2 - The Vice President shall:

- A. Be responsible for appointing and chairing a Planning Committee for the purpose of scheduling programs for the Association;
- B. Preside in the absence of the President.

Section 3 - The Vice President-Elect shall:

- A. Be responsible for membership maintenance and growth;
- B. Preside in the absence of both the President and Vice President.

Section 4 - The Chairpersons for each of the Division shall be:

- A. A member of the Executive Council;

- B. Responsible for representing the interests and needs of his/her respective Division;
- C. Responsible for calling and chairing meetings of his/her Division.

Section 5 - The Executive Director shall:

- A. Collect the dues;
- B. Prepare an annual Treasurer’s report;
- C. Pay all bills approved by the Executive Council;
- D. Conduct the necessary correspondence of the organization;
- E. Keep the official files of the organization;
- F. Keep a register of the members; and
- G. Provide a list of members to the Executive Council.

Section 6 - The Executive Director-Elect shall assist the Executive Director and become familiar with various duties of the office.

Section 7 - The Historian shall keep appropriate records concerning the history of OSTCA.

Section 8 - The Web Master shall maintain and edit www.ostca.org.

Section 9 - The Recording Secretary shall keep a record of all Association meetings, and present the minutes of each meeting for approval.

Section 10 - The Public Relations director shall be:

- A. Responsible for recording and announcing meetings, elections, honors, awards;
- B. Preparing news releases and/or “public service” announcements for the media;
- C. Editing and distribution of Newsletter.

Section 11 - The Parliamentarian shall be responsible for advising the President during all meetings so they are conducted according to the proper parliamentary rules, in accordance with the currently selected rules of parliamentary procedure.

Section 12 - The representatives to both NCA and CSCA States’ Advisory Council serve three-year terms and may succeed themselves. Representatives to Regional and National organizations shall report on and vote on behalf of OSTCA, as required. One representative shall be the Executive Director and the other member shall be appointed by the Executive Council. Terms shall be staggered so that we do not have two new members at the same time.

Section 13 - The representatives to SWTA serve three-year terms and may succeed themselves. Representatives shall report on and vote on behalf of OSTCA, as required.

Article IV - The Executive Council

The Executive Council shall:

1. Call an annual meeting of the Association;
2. Serve in an advisory capacity in regard to recommendations for action on proposed amendments;
3. Conduct the routine business of the Association;
4. Have powers of interim action on matters of urgency which cannot be held over until the next business meeting for sanction;
5. Appoint the
  - a. Historian
  - b. Web Master
  - c. Recording Secretary
  - d. Director of Public Relations
  - e. Parliamentarian
  - f. NCA/CSCA Representative(s)
  - g. SWTA Representative(s)
6. Approve Presidential Appointments of standing and ad hoc committees;
7. Fill vacancies in elected office to serve until the next election;
8. Consider for permanent membership those members who are eligible according to Article 1, Section 5 of the By-Laws;
9. Provide the financing for the OSTCA Newsletter and ostca.org web site;
10. Be reimbursed for expenses incurred relative to mailing, telephoning, etc., necessary for the Association business; members shall also be paid mileage in amount set by the Executive Council for attending Council meetings, if such requests are made to the Council.
11. Authorize partial payment of expenses for an OSTCA representative(s) to attend Regional or National meetings.

Article V - Committees

Section 1 - Standing Committees:

Members of Standing Committees shall be appointed for three-year periods by the President, with the consent of the Executive Council. Membership in the two standing committees shall be composed of one member from each division with one new member being appointed each year. The member with committee seniority will serve as Chairperson.

- A. The Nominating Committee shall be responsible for selecting the slate of officers, one for each office, to be presented to the membership for election or appointment. Other nominations by the membership may be made. The Nominating Committee shall have the objective of presenting a slate of nominees that appropriately represents each Division of OSTCA.

B. The Awards Committee shall be responsible for recommending to the Executive Council candidates for awards. Awards that may be given each year include: The H. B. Mitchell Outstanding High School Forensics Coach, the Josh Lee Service Award, the D. J. Nabors Outstanding College Forensics Coach, the Ruth Arrington Outstanding College Theatre Educator, the Outstanding Young High School Teacher Award, the Fred Tewell Outstanding College Communication Educator Award, and the Outstanding Young College Teacher Award. Specific procedures and qualifications for determining these awards shall be determined by the Awards Committee with the consent and approval of the Executive Council.

Section 2 - Ad Hoc Committees may be appointed by the Executive Council and shall serve until their report is accepted by the Executive Council.

Section 3 - No Committee may incur expenses without the approval of the Executive Council. Neither may any Committee nor its individual members speak for OSTCA or use the organization’s name without approval by the Executive Council or the President.

Article VI - Meetings

Section 1 - Business meetings may be called by the President with the consent of the Executive Council.

Section 2 - The annual business meeting shall be held each year at a time and place to be determined by the Executive Council.

Section 3 - Conferences, conventions, workshops, and other meetings may be scheduled by the Executive Council and/ or by any Division of the Association.

Section 4 - The Executive Council shall meet at least twice a year.

Article VII - Quorum

Section 1 - Two-thirds of the membership registered for a conference, convention, or meeting where a regular business meeting has been announced to the membership, shall be considered a quorum for the purpose of conducting such business.

Section 2 - In a mail ballot, a quorum shall be those ballots received within the constitutional guidelines for such a mail ballot.

Section 3 - A quorum for a conduct of business of the Executive Council shall consist of a minimum of seven officers.

Article VIII - Parliamentary Authority

The latest edition of Robert’s Rules of Order or any other appropriate authority selected by the President shall be the Parliamentary authority.

Article IX - Other Organizations

The Oklahoma Speech Theatre Communication Association shall encourage its members to affiliate with other state, regional, and national speech, theatre, and communication associations.

#### Article X - Amendments to By-Laws

The OSTCA By-Laws may be amended by a majority vote of those present and voting at a regular association meeting, or by mail ballot. If by mail ballot, only those ballots received within 21 days of mailing shall be counted. The vote of any amendment shall be published in the OSTCA Newsletter.

#### Article XIV - Dissolution

In the event that the Oklahoma Speech Theatre Communication Association (OSTCA) should decide to dissolve, the Executive Council shall, after paying all liabilities, dispose of the remaining assets as follows: (1) donate them to Central States Communication Association, which is an exempt organization under Section 501 C (3) of the Internal Revenue Code of 1954, or, in the event that the organization no longer exists, (2) donate them to some other educational organization which qualifies under Section 501 C (3) of the Internal Revenue Code of 1954, and which is concerned primarily with the field of communication.

Adopted, 1983  
Amended, 1987  
Amended, 1991  
Amended, 2002  
Amended, 2007