

BYLAWS OF THE
OKLAHOMA STATE WEBMANAGERS GROUP

ARTICLE I - Name

The name of this Group shall be the Oklahoma State Webmanagers Group, which hereinafter may be referred to as OSWG or the Group.

ARTICLE II - Object

The object of this Group shall be:

- A. to provide opportunities for Web developers at Oklahoma's governmental agencies to communicate and network with others;
- B. to share information, experiences, tips, skills and knowledge;
- C. to sponsor educational presentations, technical seminars, workshops and other training opportunities on a wide variety of topics related to Web development; and
- D. to advocate for policies favorable to supporting and improving online information and services for all Oklahoma residents, and facilitating the work and mission of Oklahoma's public sector Web services.

ARTICLE III - Members

Section 1. Background. OSWG was founded in September of 1997, as a community of public sector professionals for Oklahoma's state and local government agencies, as well as higher education institutions.

Section 2. Membership Eligibility.

- A. Members must be employed at a public sector agency, board, commission, higher education facility, or Local Education Agency in the State of Oklahoma. This includes state, federal, county and municipal government. Employees of the State of Oklahoma's Web portal contractor are also eligible.
- B. Members' employment activities must include the planning, design, production, implementation, or management of Web or Internet-based information or services for either public access or for an internal intranet.
- C. Members must agree to keep membership information current at all times. At least once per year, current members shall update their contact and skills information via the OSWG website.

Section 3. Resignation from Membership. Any member desiring to resign from the Group shall submit his or her resignation in writing to the Secretary, who shall update the OSWG membership records and present it to the Executive Board.

Section 4. Honorary Life Membership. Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at the annual meeting, honorary life membership may be conferred upon a person who shall have rendered notable service to the Group. An honorary member shall have none of the obligations of membership in the Group, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

ARTICLE IV - Officers

Section 1. Officers and Duties. The officers of the Group shall be a President, a President-Elect, a Secretary, and four Directors who are chairs of Standing Committees. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Group.

A. Office of President. The president shall preside at all meetings of the OSWG and the executive committee. The president shall also appoint members to standing and special committees.

B. Office of the President-Elect. The President-elect shall assist the president in his or her duties and shall preside over all meeting in the absence of the president. The president-elect will also serve on the program committee.

C. Office of the Secretary. The secretary shall keep the minutes of the monthly meeting and executive board meetings of OSWG. The secretary shall notify all members of the time and place of meetings; shall annually update a mailing list of all members. The secretary shall be responsible for maintaining the OSWG's bylaws. The secretary will also serve on the training committee.

D. Office of the Treasurer. The treasurer will serve on the finance committee.

Section 2. Nomination Procedure, Time of Elections. At the regular meeting held on the second Tuesday in October, a Nominating Committee of at least three members shall be elected by the Group. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in December. In November the Nominating Committee shall notify members of the slate of nominees. Before the election at the annual meeting in December, additional nominations from the floor shall be permitted.

Section 3. Ballot Election, Term of Office. The President-Elect and Secretary shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. Office-Holding Limitations. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5. Vacancies in Office. In the case of a vacancy in office, an election shall be held.

ARTICLE V - Meetings

Section 1. Regular Meetings. The regular meetings of the Group shall be held on the second Tuesday of each month unless otherwise ordered by the Group.

A regular meeting may be cancelled or rescheduled by a vote of at least three members of the board when unforeseen circumstances would significantly interfere with OSWG's ability to conduct a meeting and time does not permit a vote by the group.

Section 2. Annual Meetings. The regular meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and

committees, and for any other business that may arise.

Section 3. Special Meetings. Special meetings may be called by the President or by the Executive Board and shall be called upon the request of ten members of the Group. The purpose of the meeting shall be stated in the call. At least three days' notice shall be given.

Section 4. Quorum. Twelve (12) members of the Group shall constitute a quorum for conducting business.

ARTICLE VI - The Executive Board

Section 1. Board Composition. The officers of the Group, including the Directors, shall constitute the Executive Board, along with one ex-officio member designated by the sponsoring agency, at this time the Oklahoma Department of Libraries.

Section 2. Board's Duties and Powers. The Executive Board shall have general supervision of the affairs of the Group between its business meetings, fix the hour and place of meetings, make recommendations to the Group, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Group, and none of its acts shall conflict with action taken by the Group. Membership development shall be the duty of the Executive Board.

Section 3. Board Meetings. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held Quarterly at the call of the President. Special meetings of the Board may be called by the President and shall be called upon the request of three members of the Board.

ARTICLE VII – Standing and Special Committees

Section 1. Program Committee. A Program Committee composed of the President-Elect and at least two other members shall be appointed by the President promptly after the annual meeting, whose duty it shall be to plan the meeting programs and obtain speakers for the Group. This committee's plans shall be submitted to the Group for its approval.

Section 2. Training Committee. A Training Committee composed of the Secretary and at least three other members shall be appointed by the President promptly after the annual meeting. It shall be the duty of this committee to plan at least two hands-on training workshops during the calendar year, and to submit it to the Group for its approval.

Section 3. Communications Committee. A Communications Committee composed of at least four members shall be appointed by the President promptly after the annual meeting. One member shall be from the sponsoring agency, at this time the Oklahoma Department of Libraries. The OSWG website shall be the responsibility of this committee. It shall be the duty of this committee to prepare a newsletter to be published at least twice yearly. This committee shall investigate and implement ways to improve awareness in the state about OSWG.

Section 4. Finance Committee. A Finance Committee composed of at least three members shall be appointed by the President promptly after the annual meeting. One member shall be from the sponsoring agency, at this time the Oklahoma Department of Libraries. It shall be the duty of this committee to prepare a budget for the year, and to submit it to the Group at its first regular meeting of the year. The Finance Committee may from time to time submit amendments to the budget for

the current fiscal year, which may be adopted by a majority vote. This committee shall work closely with the sponsoring agency in the furtherance of the goals of OSWG.

A. Treasurer. The member from the sponsoring agency, at this time the Oklahoma Department of Libraries will be designated Treasurer. The Treasurer can not serve as the Finance Committer Chair. This would be a one year term. The treasurer shall pay for expenses incurred by designated members who expend funds with the expressed authorization of the Executive Board. The treasurer shall prepare an annual budget at the end of his or her year in office, prior to the annual meeting, for the next year's operations. The treasurer will be responsible for collecting and depositing funds from OSWG activities.

Section 5. Special Committees; President's Ex-Officio Committee Membership. Special Committees shall be appointed by the Executive Board as the Group or the Executive Board shall from time to time deem necessary to carry on the work of the Group. The President shall be ex officio a member of all committees except the Nominating Committee.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Group in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Group may adopt. No adopted rules, bylaws, or activities of OSWG shall be in conflict with federal, state, or local laws.

ARTICLE IX - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Group by a two-thirds vote of the members present, provided that the amendment has been submitted to the members at least thirty (30) days prior to the meeting.