

OPEN Offices and Responsibilities

revised for Nov. 9, 2011

Bylaws

Council:

President – CEO, chair Council, convene and preside at business meetings, appoint all committees and serve *ex officio* on each and as liaison to the Planning Committee
Vice-President – assist president and preside in his/her absence
Secretary – keep minutes and records, correspondence, supervise notices to membership, verify elections
Financial Officer – hold funds, collect dues, budget, manage expenditures, report to Council and at annual meeting, audit(?)
Student Liaison – represent and recruit students, plan 1 student event
Planning Committee chair – (see below)

Bylaws notes:

- We are already operating outside the bylaws re offices.
- Blue piloted in 2011, green revisited for proposal to membership for bylaws vote in December.
- There is a minor error (typo?) in the bylaws needing correction anyway.

Events scheduling:

Approximately 8-10 ~monthly events per year:
 1 student event
 Oct = OPEN conference, if feasible (Council decision)
 (Nov = AEA conference)
 Dec = annual membership meeting, elections, social

Reporting & Approval:

Expenses & reimbursements – Guidelines established by Council. Get Council approval & report to Financial Officer.
 Events – Propose for Council approval 4 weeks in advance (as possible), 6 weeks in advance if funds are needed.
 Conference and event expenditures – Propose for Council approval 6 weeks in advance (as possible).
 Liaisons – report updates at Council meetings.

Planning Committee

2011

Council:

President – CEO, chair Council, convene and preside at business meetings, appoint all committees, financial signatory, liaison to Conference Committee
President-Elect – assist president and preside in his/her absence, recruit new leaders, verify votes and elections, liaison to Events Committee
Secretary – keep minutes and records, correspondence, supervise notices to membership, membership registration and directory, online access to minutes and reports
Financial Officer – hold funds, budget, manage expenditures, report to Council and at annual meeting
Member-at-Large – assist other Council officers, liaison to Events committees
Student Representative – represent and recruit students, plan 1 student event and 1 conference student session / gathering
Website Coordinator – maintain website, electronic notifications and publicity, online volunteering, post documents online
Local Affiliate Representative to AEA – liaison with national parent organization

Conference Committee:

Chair – set meeting schedule, preside, work with Communications Officer re publicity and registration, work with Financial Officer re budget, seek Council approval/s
Scribe – take & file notes, records
Ex officio Council liaison – President

2012+

Council:

President – CEO, chair Council, set meeting schedule, convene and preside at meetings, appoint all committees, financial signatory, liaison to Conference Committee
President-Elect – assist president and preside in his/her absence, recruit new leaders, verify votes and elections, liaison to Events Committee
Communications Officer – minutes and records, correspondence, maintain website and membership directory, online access to minutes and reports, registration, electronic notices and publicity, online volunteering
Financial Officer – hold funds, budget, expenditures, report to Council and annual meeting, sponsorships & liaison to sponsors
Membership Officer – meet & greet newcomers at conference and events, recruitment, contact volunteers (referred by Communications Officer), liaison to AEA and to ad hoc committees
Student Representative – *ex officio*, represent and recruit students, plan 1 student monthly event and 1 conference student session or gathering

Events Committee:

Chair – set meeting schedule, preside, arrange meeting & event venues, work with Membership Officer re name tags, signage, etc.
Scribe – take & file notes, records
Members / event leads – organize 1-2 events, work with Communications Officer re publicity and registration, arrange for AV equipment, introduce speaker/s (after President welcomes members)
Ex officio Council liaison – President-Elect

Revising OPEN bylaws, offices, and responsibilities

Linda Mabry's thoughts in proposing the 2011 pilot and its future direction:

- Exceptions to bylaws in recent years *re* officers and responsibilities indicate a need to adjust the bylaws to organizational realities. There are lots of ways, besides the proposed, to make useful adjustments (e.g., a Technology Officer or dividing duties differently).
- Current bylaws load more responsibility onto the Planning Committee than the committee has been doing or might reasonably be expected to do (e.g., membership). An adjustment might better align with actual practice and also help avoid volunteer burn-out.
- The bylaws currently specify 6 Council members (Article V) but 4 officers (Article VI), so an adjustment for consistency seems in order. Most organizations have an odd number of officers to avoid ties or decision-making impasses. It's not specified in our bylaws, but maybe some of our officers should be (or perhaps were intended to be) *ex officio*.
- Better provision for technology might promote improved or more extensive usage, clearer responsibilities, ongoing maintenance, and flexibility as new technology opportunities arise. For example, our bylaws currently disallow electronic voting (Article IV, section 5), which we might want to consider (or to try) as an alternative to the voice vote/s currently taken at the annual December meeting.

Feedback from OPEN Leadership meeting, January 15, 2011:

- Approval of the proposal as sensible – with recommendations to:
 - retain title of Secretary (rather than switching to the proposed title of Communications Officer)
 - have Secretary (not Website Coordinator) responsible for membership registration and directory, online access to minutes and reports
 - clarify who reports to whom – shown on revision of April 11
 - review historical record of OPEN bylaws; Tanya Ostrogorsky will check for the)
- Require 6 (rather than 4) Council meetings per year.
(There were 8 Council meetings in 2011 –plus– 4 leadership meetings, including 3 conference preparation meetings of all leaders.)

The minor error in the bylaws to be corrected: Article V, section 3 states, "The procedure for election of officers shall be as set forth in Article VI, Section 2," but the procedure is actually set forth in Article VI, section 5.