

OTER

PROCEDURE/POLICY MANUAL

(UPDATED MAY 2004)

STANDING RULES

- 1.0 Each officer and chairperson shall keep a written record of all responsibilities discharged while serving in that office or chair. These records, together with other appropriate materials, shall be transmitted to the immediate successor to that office or chair at the annual business meeting.
- 2.0 The President shall call an Executive Board meeting preceding the annual OTER business meeting.
- 3.0 The Secretary shall prepare a count of all attendees at the annual OTER meeting. This information is needed for the annual report to IRA.
- 4.0 The President shall prepare the annual report for the current year for IRA. The Secretary may be requested to assist in the preparation of this report, which is due in the IRA office by June 1.
- 5.0 A Constitution Revision Committee shall be appointed as needed to review the current Constitution and Bylaws and suggest appropriate changes.
- 6.0 The Membership Director shall be a nonvoting ad hoc member of the Nominating Committee.
- 7.0 Each officer and committee chairperson shall file a written annual report with the President at the Executive Board meeting convened prior to the OTER business meeting.

Approved 2/1/90

Amended 7/24/92

Amended 5/3/04

PRESIDENT'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedures/Policy Manual for details of duties related to the office of the President.
- 2.0 Read description of all officers' and Executive Board members' responsibilities and duties. Ensure that all OTER officers and members of the Executive Board are members of OTER and IRA.
- 3.0 Prepare the annual report required by IRA.
- 4.0 Prepare a copy of the program using the IRA Program Proposal form to be sent to IRA headquarters in time to meet the deadline set by IRA.
 - 4.1 Obtain from the Membership Director a current list of OTER members. Ensure that all program presenters are members of OTER and IRA.
 - 4.2 Notify each person submitting a proposal of the status of his/her proposal.
 - 4.3 Contact each program participant informing each of the date, time, and place of the OTER session.
 - 4.4 Send a copy of the accepted program to the Managing Editor of Publications.
 - 4.5 Update the program when changes in topics, presenters, and affiliations occur. Notify IRA of changes before the preliminary program and the final program are printed.
- 5.0 Develop the agenda for the board meeting and the business meeting, based on a review of previous meeting minutes, a review of the Constitution/Bylaws, and communication with all members of the Executive Board. Send agenda via e-mail to all members of the Executive Board.
- 6.0 Plan the physical facilities for the OTER annual meeting, including the seating arrangement.
- 7.0 Schedule the place and time for the Executive Board meeting prior to the annual OTER business meeting.
- 8.0 Prepare an annual report for the board meeting and the business meeting.
- 9.0 At the annual OTER meeting, provide each incoming officer and Executive Board member with the current OTER Constitution/Bylaws and the Procedures/Policy Manual.
- 10.0 Receive and review nominees for World Congress Program Chair, when appropriate, and recommend to the Executive Board, for their approval, the final selection.

- 11.0 Appoint ad hoc committee chairs as needed. Ensure that committee chairs appoint OTER members representing a cross-section of the general membership.
- 12.0 Give Secretary all information, materials, and notices that are to be sent to members and to the archives.
- 13.0 Communicate with members, Executive Board, IRA headquarters, and other interested parties as needed.
- 14.0 Prepare President's Message for column in OTER journal for the year.
- 15.0 Relinquish all records to the incoming President immediately after the installation of officers.

PRESIDENT-ELECT'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedure/Policy Manual for details of duties related to the office of President-Elect.
- 2.0 Chair the Program Committee for the annual meeting two years following the election. The program of the annual meeting held in conjunction with the IRA convention is a major responsibility.
 - 2.1 In consultation with the President, appoint the Program Committee immediately after election of officers. The Program Committee is to consist of the Delegates-at-Large and other OTER members who represent different geographical areas and professional levels.
 - 2.2 Soon after the annual meeting secure and/or develop necessary program proposal forms. A call for proposals will include a statement that proposals eligible for review will require OTER and IRA membership for all individuals on the proposed presentations. The call for proposals and appropriate forms shall be mailed to the Managing Editor of Publications for inclusion in the journal.
 - 2.3 Immediately after receiving submitted proposals verify current membership in OTER and IRA with Membership Director. Copies of the proposals from current members and evaluation forms will be distributed to members of the Program Committee for review.
 - 2.4 Upon receipt of proposal evaluations, prepare a program consistent with the Program Committee's recommendations.
- 3.0 Prepare an annual report for the board meeting and business meeting.
- 4.0 Organize the social following the annual meeting.
- 5.0 Be prepared to preside in the event of the President's absence or inability to serve.
- 6.0 Relinquish all records to successor immediately following the installation of officers.

SECRETARY'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedure/Policy Manual for details of duties related to the office of Secretary.
- 2.0 Keep a record (minutes) of all proceedings, including the Executive Board meeting and the annual business meeting of the general membership.
- 3.0 Minutes of the annual meeting shall be distributed via e-mail to the membership within thirty (30) days. Minutes of the Executive Board meetings shall be sent to all members of the Board within thirty (30) days.
- 4.0 Circulate a roll sheet for names and addresses of all members and guests attending the annual meeting and provide a copy to the President for the annual IRA report.
- 5.0 Conduct general correspondence of the organization as directed.
- 6.0 Prepare an annual report for the board meeting and the business meeting.
- 7.0 Maintain a permanent record book in which bylaws, standing rules, and minutes are entered. Properly record any amendments to those documents, and date such amendments as they are officially ordered.
- 8.0 Send a copy of revised bylaws, revised standing rules, revised procedures and policies, and minutes to the archives at Florida International University.
- 9.0 Be prepared to serve a two-year term in office.
- 10.0 Relinquish all records to successor immediately following the installation of officers.

TREASURER'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedure/Policy Manual for details of duties related to the office of Treasurer.
- 2.0 Receive and disburse organization funds as directed.
- 3.0 Prepare a written report of financial statement for distribution at the Executive Board meeting and the annual business meeting.
- 4.0 Submit a proposed budget for approval of the Executive Board prior to the annual business meeting.
- 5.0 Arrange for audit as specified in the Constitution/Bylaws.
- 6.0 When receiving and disbursing funds for authorized activities, write and return a receipt for each cash payment received.
- 7.0 Keep President informed about operations and current status of finances.
- 8.0 Assume responsibilities for financial transactions during membership activities at the annual meeting.
- 9.0 Be prepared to serve a two-year term in office.
- 10.0 Relinquish all records to successor immediately following the installation of officers.

DELEGATES-AT-LARGE RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedure/Policy Manual for details of duties related to delegates-at-large.
- 1.0 Represent the membership from delegate's geographic area.
- 3.0 Actively encourage membership, joint research, and publishing projects.
- 4.0 Publicize OTER through attendance at state and regional organization meetings and other professional conferences. Consider developing OTER programs for these meetings.
- 5.0 Represent the membership through participation at Executive Board meetings and make suggestions for increasing membership.
- 6.0 Prepare an annual report for the board meeting and the business meeting.
- 7.0 Actively participate as members of the Membership and Program Committees.

PAST-PRESIDENT'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedure/Policy Manual for details of duties related to the Past-President.
- 2.0 Assist the President with the annual IRA report.
- 3.0 Chair the Nominations Committee.
 - 3.1 Provide each member with the committee's responsibilities from the Constitution/Bylaws.
 - 3.2 Secure a complete and updated membership list from the Membership Director at the annual business meeting.
 - 3.3 Use the membership list to draw up a slate of nominees.
 - 3.4 Inform nominees of the duties of the office using the OTER Constitution/Bylaws and the OTER Procedure/Policy Manual.
 - 3.5 Secure advance consent for each nominee.
 - 3.6 Prepare a written committee report for the President. Include information about all nominees, showing that they represent varied geographical locations and professional interests.
 - 3.7 Present the slate through the OTER journal mailed prior to the annual business meeting.
- 4.0 Prepare an annual report for the board meeting and the business meeting.
- 5.0 Relinquish all records to successor immediately following the installation of officers.
- 6.0 Review the OTER Procedure/Policy Manual. Incorporate any needed revisions for approval of the Executive Board.

EDITOR'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedures/Policy Manual for details of duties related to the Editor of the OTER journal.
- 2.0 Solicit manuscripts.
- 3.0 Send manuscripts out for review.
- 4.0 Determine acceptance/rejection/revision of articles.
- 5.0 Notify author(s) of publication decisions.
- 6.0 Verify that all authors are members of OTER and IRA. If they are not members, inform them that they must be members of both organizations in order to have their work published in the OTER journal.
- 7.0 Compile all materials for printing three (3) issues of the OTER journal annually.
- 8.0 Appoint a Managing Editor, editorial team members, and members of the Editorial Board who are members of OTER and IRA.
- 9.0 Receive subscriber applications and payments.
- 10.0 Mail subscriber payments to the Treasurer.
- 11.0 Maintain a computerized list of subscribers.
- 12.0 Provide the Managing Editor with addresses of subscribers for each publication of the journal.

MANAGING EDITOR'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedures/Policy Manual for details of duties related to the Managing Editor of the OTER journal.
- 2.0 Verify that the OTER journal is sent to all members and institutions in good standing.
- 3.0 Obtain all materials for inclusion in the OTER journal.
- 4.0 Renew bulk mailing permit annually.
- 5.0 Print and mail three issues of the OTER journal per year.
- 6.0 Receive the mailing addresses of members and subscribers for each publication of the journal.
- 7.0 Maintain a computerized list of subscribers' addresses.

MEMBERSHIP DIRECTOR'S RESPONSIBILITIES

- 1.0 Read the OTER Constitution/Bylaws and Procedures/Policy Manual for details of duties related to the position of Membership Director.
- 2.0 Chair the Membership Committee, composed of the Delegates-at-Large and other OTER members representing a cross-section of the general membership.
 - 2.1 Prepare renewal of membership notices for members and membership forms for prospective members.
 - 2.2 Prepare promotional items for a location outside OTER's annual meeting room and for the SIG booth at IRA.
 - 2.3 Publicize and promote membership in OTER and IRA at state and regional reading conferences and other professional meetings.
 - 2.4 Keep the Executive Board advised of all membership activities.
- 3.0 Receive membership applications and dues payments.
- 4.0 Mail dues payments and a list of new members to the Treasurer. Mail any subscriber applications and payments to the Editor of the OTER journal.
- 5.0 Maintain a computerized list of current members. Provide the Editor and Managing Editor with the addresses of members for each publication of the journal.
- 6.0 Prepare and mail an updated membership list to the President periodically.
- 7.0 Provide a current membership list for the membership table at the annual meeting and for the outgoing President at the annual business meeting for the Nominations Committee.
- 8.0 Mail first and second renewal notices. Purge from the membership list the names of those who do not renew.
- 9.0 Coordinate, with the President, the provision of a membership table and chairs at the annual meeting.
- 10.0 Prepare an annual report for the board meeting and the business meeting.
- 11.0 Relinquish all records to the successor immediately following the installation of officers.