

Date & Time: Tuesday, August 9, 2022, from 4:30 PM to 6:30 PM

Location: Virtual via Zoom

1. Call Meeting to Order by President, Sunilyn Hertt
 - a. Board Meeting Minutes – Linda Jenkins, Past President assigned to take minutes.
 - b. Roll Call – President
 - c. Confirm Quorum – Declare if Quorum is or is not Present
 - d. Guests Present - Acknowledge and Record
 - e. Agenda for August 9, 2022, Board Meeting – Review and Approve
2. Board of Directors – President
 - a. Minutes from July 12, 2022, Board Meeting – Review and Approve
 - i. Must identify when 2022 board meeting minutes will be posted on the ATD Tulsa website
 - b. Bylaws and Policies Committee Update – Past President
 - i. Meeting held on 8-3-22 to review and discuss bylaws changes proposed by Linda and Jennifer in alignment with our established guiding principles
 - ii. Next meeting scheduled for 8-15-22 to continue review and discussion of proposed changes
 - c. ATD National Advisors for Chapters (NAC) Meeting – President
 - i. DELEGATION & INFLUENCING WITHOUT AUTHORITY JULY 12, 2022
 1. Video: <https://www.td.org/videos/leader-connection-hour-delegation-and-influencing-without-authority>
 2. Power Point: <https://d22bblmj4tvv8.cloudfront.net/1f/36/f5bf69b04b76b9ed2cc19c4d44a7/leader-connection-hour-delegation-and-influencing-without-authority.pdf>
 - ii. Jennifer will attend August 23rd virtual NAC meeting at 12 PM CDT. (DEI Real Talk)
 - iii. Need to identify at least one board member to attend NAC meeting on Nov 9 at 12 PM CDT (Difficult Conversations)
3. Governance – President
 - a. Elections Committee Update (minutes)
 - i. Timeline (attached)
 - ii. Nominations
4. Membership – VP of Membership
 - a. Monthly Membership Report - Review and Accept (attached)
 - b. Membership Breakfast Event at Neighborhood Jam on Friday, September 9, 2022, 7:30 AM-9:00 AM
 - i. Board support
 - c. Annual Member Survey- (attached)
 - i. Additional questions
 - ii. ATD Members/Contacts by Zip Code
5. Communications – VP of Communications
 - a. LinkedIn Update (attached)
 - b. July Communications Calendar (attached)

6. Financial – VP of Finance
 - a. Financial Reports as of July 31, 2022 – Review and Accept (attached)
 - b. M&M Status on Audit - increase in the rate - Review and Approve
 - c. Sponsorship Letter –(attached)
7. Programming – VP of Programming
 - a. July 6, 2022, Special Program Meeting - *Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training* Presented by: Sardek Love
 - i. Survey results
 - b. July 22, 2022, Professional Development program – 7 Fundamentals of Effective eLearning Presented by: Kimberly Cofrancesco and Brian Lanza
 - i. Survey results
 - c. Program Proposal from Diane Elkins for November 18 - Let's Get Ready to Rumble! With today's e-learning tools, the battle for supremacy
 - d. August 2022 Program meeting- Chris Coladonato will present *Hybrid Teams: What You and Your Leaders Need to Know* on Friday, August 12, from 12:00 PM to 1:15 PM
 - i. Board Member Attendance & Participation – Walt, Andrea, and Kim registered to attend. Linda cannot attend.
 - ii. Power Membership Promotional Activities – VP of Membership
 - a) Kim will enlist a power member attending to highlight what they find valuable in their Power membership
 - e. Sententia Gamification flier (attached)
 - f. Kassy LaBorie Proposal (attached) – Tabled for discussion at August 2022 board meeting.
 - g. Oklahoma Statewide ATD Conference update- President
 - i. Date/time: 09 Nov 2022, 8:00 AM - 5:00 PM
 - ii. Location: Moore Norman Career Technology Center
8. Old Business
9. New Business
10. Confirm Dates for Next Two Board Meetings
 - a. September Board Meeting – Monday, September 12, 2022, from 4:30 PM to 6:30 PM
 - b. October Board Meeting –
11. Confirm Action Items
12. Adjourn Meeting

Date & Time: Tuesday, July 12, 2022, from 4:30 PM to 6:30 PM

Location: Virtual via Zoom

<https://us06web.zoom.us/j/88481251237?pwd=RiVlV0FKVmVwVGdiNHJMMGphNUUz1Zz09>

Meeting ID: 884 8125 1237

Passcode: 284803

1. Call Meeting to Order by President, Sunilyn Hertt at 4:35 PM
 - a. Board Meeting Minutes – Linda Jenkins, Past President assigned to take minutes.
 - b. Roll Call – President
 - i. Members Present:
 1. Linda Jenkins, Past President
 2. Sunilyn Hertt, President
 3. Jennifer Roberson, VP of Finance
 4. Kim Boggs, VP of Membership
 5. Andrea Gentis, VP of Communications
 - ii. Members Absent with Excuse:
 1. Walt Hansmann, VP of Programming
 - c. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members – 5 of 6 board members present; therefore, quorum confirmed*)
 - d. Guests Present - Acknowledge and Record – No Guests Present
 - e. Agenda for July 12, 2022, Board Meeting – Review and Approve - **Motion for approval moved, seconded, and approved.**
2. Board of Directors – President
 - a. Minutes from June 9, 2022, Board Meeting – **Review and Approved** - President - **Motion for approval moved, seconded, and approved.**
 - b. Bylaws and Policies Committee Update – Past President – (attached) **Motion for acceptance moved, seconded, and approved.**
 - i. Per attached minutes, Linda verbally highlighted discussions and actions taken at both Bylaws and Policies Committee meetings emphasizing development of guiding principles for Bylaws changes.
 - ii. Action Item: Linda will contact Suni, Walt, and Jennifer to schedule next committee meeting to be held before August board meeting.
 - c. ATD National Advisors for Chapters (NAC) Meeting – President
 - i. June NAC participation report – Kim & Suni attended the meeting (CARE requirement to have at least one board member attend each NAC meeting.)
 - ii. Identify at least one member to attend-AUGUST 12th NAC meeting at 12 PM CDT
Action Item: Jennifer will attend August virtual NAC meeting
3. Communications – VP of Communications
 - a. LinkedIn Update (attached)
 - i. 288 Followers Total – gained 23 during June 2022
 - ii. June’s Most Impressions Post – Flashback Friday Post welcoming new member in May 2022

- b. July Communications Calendar(attached) – Andrea reviewed completed and upcoming actions.
 - i. Action Item: July Newsletter – Andrea shared that target publication date is Monday, July 18, 2022. In addition to regular monthly content, it will include information on 2023 board member elections process.
- c. Canva Account Update – Andrea shared that our account designation is being changed from Canva Pro to Canva for Teams – Changes related to Brand controls, Template locking, Design approvals, Single sign-on (SSO), Administrative controls

Note: Andrea left the meeting after covering her communications report. Quorum still in effect with 4 of 6 board members present.

4. Governance – President

- a. Action Item: Succession planning—Need to develop a transition planning strategy to accommodate Walt and Linda’s retirement from board service. Want to make sure the 2023 board members acquire their institutional knowledge. After elections are completed, schedule opportunities to have board development and strategy sessions with 2022 and 2023 board members.
- b. Elections Committee Update:
 - i. Suni provided a verbal report on actions taken at the July 1, 2022 Elections Committee meeting.
 - ii. Action Item: Suni stated the information on the 2023 elections process would be posted on the ATD Tulsa website and the email to all ATD Tulsa members about the elections process and open nominations would be completed on Wednesday, July 14, 2022.
 - iii. Action Item: Suni will forward to the board members minutes from the Elections Committee meeting held on July 1, 2022 including the Elections Process Calendar.

5. Financial – VP of Finance

- a. Financial Reports as of June 30, 2021 – Review and Accept (attached) - **Motion for acceptance moved, seconded, and approved.**
 - i. Income for June 2022 = \$960
 - ii. Expenses for June 2022 = \$1,987.05 (includes annual payment for Wild Apricot)
 - iii. Net Income for June 2022 = (\$1,027.05)
 - iv. Total Assets as of June 30, 2022 = \$21,633.07
- b. M&M Status on Audit
 - i. Action Item: Jennifer has reached out to M&M to initiate process via email. If no response is received, she will follow up with communication via phone.
- c. Sponsorship ideas- Letter, upcoming events – Tabled for discussion at August 2022 board meeting (attached)
- d. ATD Chapter Partnerships – Any Chapter member at the member rate, create unique codes for each chapter? – Tabled for discussion at August 2022 board meeting.

6. Membership – VP of Membership

- a. Monthly Membership Report - Review and Accept (attached) - **Motion for acceptance moved, seconded, and approved.**
 - i. 73 Current Members
 - ii. 43 Power Members with 59% Power Members
 - b. Membership Event- Hybrid Event Survey- VP of Programming – Tabled for Discussion at August 2022 board meeting (attached)
 - c. Membership drive- Ideas:
 - i. Discussed and agreed to have a Membership Breakfast Event at Neighborhood Jam on Friday, September 9, 2022 with time TBD
 - ii. Action Item: Kim will use marketing materials from 2022 breakfast event at Neighborhood Jam to create and distribute materials for September 9th event
 - d. Annual Member Survey- Send draft out for review. (attached) –
 - i. Action Item: Kim will use feedback from the 2021 survey to develop content for 2022 survey. She will send it to all board members for comments by August 12, 2022. Will have final version ready for distribution on September 9, 2022 in coordination with membership event at Neighborhood Jam.
7. Programming – VP of Programming
- a. June 2022 Program Meeting – A Practical Approach to Creating Guidebooks for ILT and VILT Instruction Presented by Pat Michaels
 - i. Update on plans for distributing session video for attendees. – Walt was not in attendance, so no update.
 - ii. Takeaways from Meeting Survey Summary responses (attached)
 - b. July 2022 Special Program Meeting - Facilitating Like a Pro! 3 Guaranteed Ways to Create Massive Participant Engagement in Live, Virtual Training Presented by: Sardek Love
 - i. Update on plans for distributing session video for attendees. – Walt was not in attendance, so no update provided.
 - c. Plans for July Program Meeting - Content & Logistics:
 - i. Topic & Presenter – 7 Fundamentals of Effective eLearning Presented by: Kimberly Cofrancesco and Brian Lanza
 - ii. Board Member Attendance & Participation –
 - a) Action Item: Linda, Walt, Suni, Jennifer, Andrea, and Kim planning to attend
 - b) Action Item: Suni will highlight 2023 Elections during welcome and announcements section of the meeting
 - iii. Power Membership Promotional Activities – VP of Membership
 - a) Action Item: Kim will enlist a power member attending to highlight what they find valuable in their Power membership.
 - d. August 2022 Program meeting- Chris Coladonato will present Hybrid Teams: What You and Your Leaders Need to Know on Friday, August 12, from 12:00 PM to 1:15 PM – No discussion.
 - e. Kassy LaBorie Proposal (attached) – Tabled for discussion at August 2022 board meeting.
8. Old Business - None

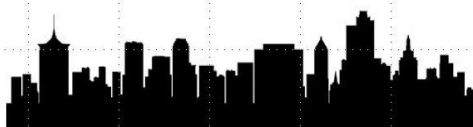
9. New Business - None
10. Confirm Dates for Next Two Board Meetings
 - a. August Board Meeting – Tuesday, August 9, 2022 from 4:30 PM to 6:30 PM
 - b. September Board Meeting –Monday, September 12, 2022 from 4:30 PM to 6:30 PM
 - i. Action Item: Suni will distributed Zoom meeting links to board members to schedule meetings on calendars
11. Confirm Action Items:
 - a. Action Item: Linda will contact Suni, Walt, and Jennifer to schedule next committee meeting to be held before August board meeting.
 - b. Action Item: Jennifer will attend August virtual NAC meeting
 - c. Action Item: July Newsletter – Andrea shared that target publication date is Monday, July 18, 2022. In addition to regular monthly content, it will include information on 2023 board member elections process.
 - d. Action Item: Succession planning—Need to develop a transition planning strategy to accommodate Walt and Linda’s retirement from board service. Want to make sure the 2023 board members acquire their institutional knowledge. After elections are completed, schedule opportunities to have board development and strategy sessions with 2022 and 2023 board members.
 - e. Action Item: Suni stated the information on the 2023 elections process would be posted on the ATD Tulsa website and the email to all ATD Tulsa members about the elections process and open nominations would be completed on Wednesday, July 14, 2022.
 - f. Action Item: Suni will forward to the board members minutes from the Elections Committee meeting held on July 1, 2022 including the Elections Process Calendar.
 - g. Action Item: Jennifer has reached out to M&M to initiate process via email. If no response is received, she will follow up with communication via phone.
 - h. Action Item: Kim will use marketing materials from 2022 breakfast event at Neighborhood Jam to create and distribute materials for September 9th event
 - i. Action Item: Kim will use feedback from the 2021 survey to develop content for 2022 survey. She will send it to all board members for comments by August 12, 2022. Will have final version ready for distribution on September 9, 2022 in coordination with membership event at Neighborhood Jam.
 - j. Action Item: Linda, Walt, Suni, Jennifer, Andrea, and Kim planning to attend July Program Meeting
 - k. Action Item: Suni will highlight 2023 Elections during welcome and announcements section of the July Program Meeting
 - l. Action Item: Kim will enlist a power member attending the July Program Meeting to highlight what they find valuable in their Power membership.
 - m. Action Item: Suni will distributed Zoom meeting links to board members to schedule meetings on calendars
12. Suni adjourned the meeting at 6:29 PM.

Minutes prepared and submitted by Linda Jenkins, Past President on Thursday, July 14, 2022

ATD Tulsa – 2023 Board Member Elections Process Timeline

Date	Location	Type	Tasks	Lead Member
6/9/2022 Completed	Virtual via Zoom	Elections for 2023 Board Members	Appoint Elections Committee members- June Board meeting	President
7/1/22 Completed	Virtual via Zoom	Elections for 2022 Board Members	Elections Committee meets to finalize timelines and establish any necessary election rules including nomination forms and affidavit of eligibility. The Committee provides forms to the President for posting on the ATD website after their approval at the July board meeting.	President
7/13/2022 Completed	Virtual via Zoom	Elections for 2023 Board Members	2023 Board Nominations Open via ATD Tulsa website.	President
8/29/2022	Virtual via Zoom	Elections for 2023 Board Members	2023 Board Nominations Close via submission of forms to ATD Tulsa President via Email	President
	Virtual via Zoom with date/time TBD by Cmte.	Elections for 2023 Board Members	Elections Committee meets to review Candidate eligibility forms and verify candidates eligible to run for offices. After verification, submits appropriate information to the board member designated to manage the elections and voting via SurveyMonkey (President).	Elections Committee Linda Jenkins
9/2/2022	Virtual via Zoom	Elections for 2023 Board Members	Nomination Form information, photos, and videos for all eligible nominees will be posted on the ATD Tulsa website for review by ATD Tulsa members.	President
	Virtual via Zoom	Credentials Committee	3 member credentials meeting will meet to verify and validate the members in good standing prior to the SurveyMonkey link being sent out.	President/designee
9/16/2022	Virtual via Zoom	Electronic Voting	2023 Voting Begins online via SurveyMonkey. If 2 or more people are running for an open position, they will be given opportunity to give 2-minute speeches at the beginning of the September Program Meeting. Speeches will be recorded and posted on the ATD Tulsa website. Candidates may also submit recorded speeches for posting.	President
9/23/2022	Virtual via Zoom	Electronic Voting	Online voting concludes after 8 days.	President
2-6 days after voting ends.	Virtual via Zoom with date/time TBD by Cmte.	Electronic Voting Results	The Elections Committee receives the results of the voting from the board member designated to manage the elections and voting via SurveyMonkey (President), counts, certifies, and sends the results to the Board of Directors.	Elections Committee Chair
Oct. board meeting	Virtual via Zoom	Electronic Voting Results	Board meets to accept certified election results from Elections Committee. After approval, Board provides written	President

			notification of voting results to ATD Tulsa members via email and by website posting.	
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Dear Talent Development Partner,

The Association for Talent Development (ATD) Tulsa Chapter is a professional membership organization. Our members are talent development managers, trainers, instructional designers, performance consultants, frontline managers, and workplace learning professionals in northeastern Oklahoma. They're dedicated professionals who help others achieve their full potential by improving their knowledge, skills, and abilities in the workplace. They've joined ATD Tulsa to take advantage of the professional development and networking opportunities we provide through our events and publications.

ATD Tulsa is currently seeking both monthly and annual sponsors.

With over 600 contacts, [ATD Tulsa Chapter](#) has **Northeastern Oklahoma's largest membership of talent development professionals** with nationally recognized speakers presenting to our members and guests monthly.

We offer you the opportunity to put your company in front of our members and program attendees as an official ATD Tulsa Chapter sponsor!

Choosing to sponsor ATD Tulsa Chapter means that your company's name, product, or service will be highly visible to our local and regional audience.

Our sponsorship levels range from \$100 to sponsor a monthly e-newsletter to \$2,400 to sponsor all events and publications for one year. Our most popular sponsorship is \$250 to sponsor one of our monthly professional development program meetings. To view the full list of sponsorship opportunities and to complete the sponsorship form, visit:

[ATD Tulsa Chapter Sponsorship Opportunities](#)

To view our professional development event and program line-up, visit the [ATD Tulsa Chapter Event Schedule](#).

Don't hesitate to contact me if you have any questions or would like to further discuss your company's sponsorship package!

Best Regards,
Andrea

Andrea Gentis | ATD Tulsa Chapter
VP of Communications

Phone: 918-561-9310

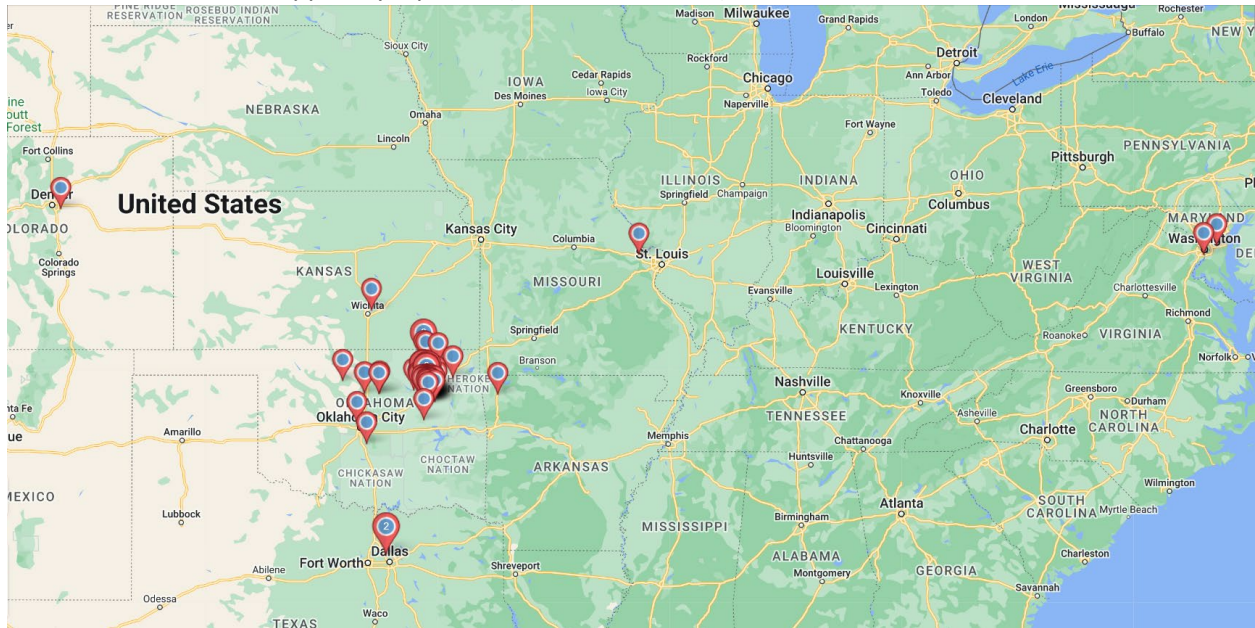
Email: communications@tdtulsa.org

Association for Talent Development
[Tulsa Chapter](#)

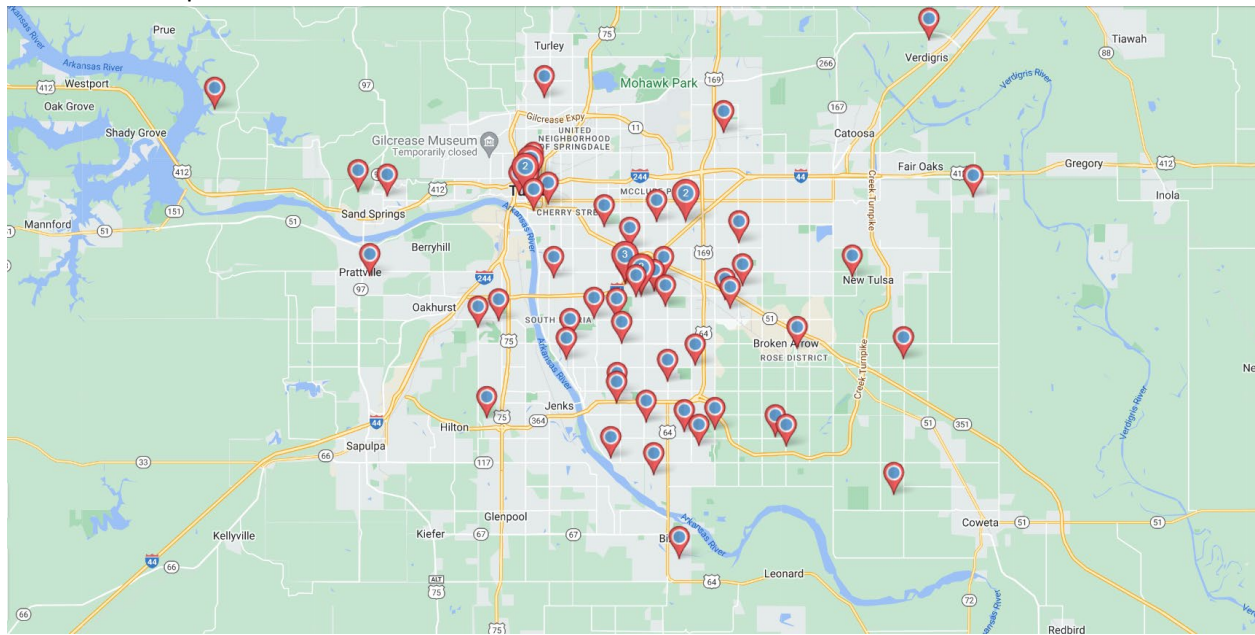
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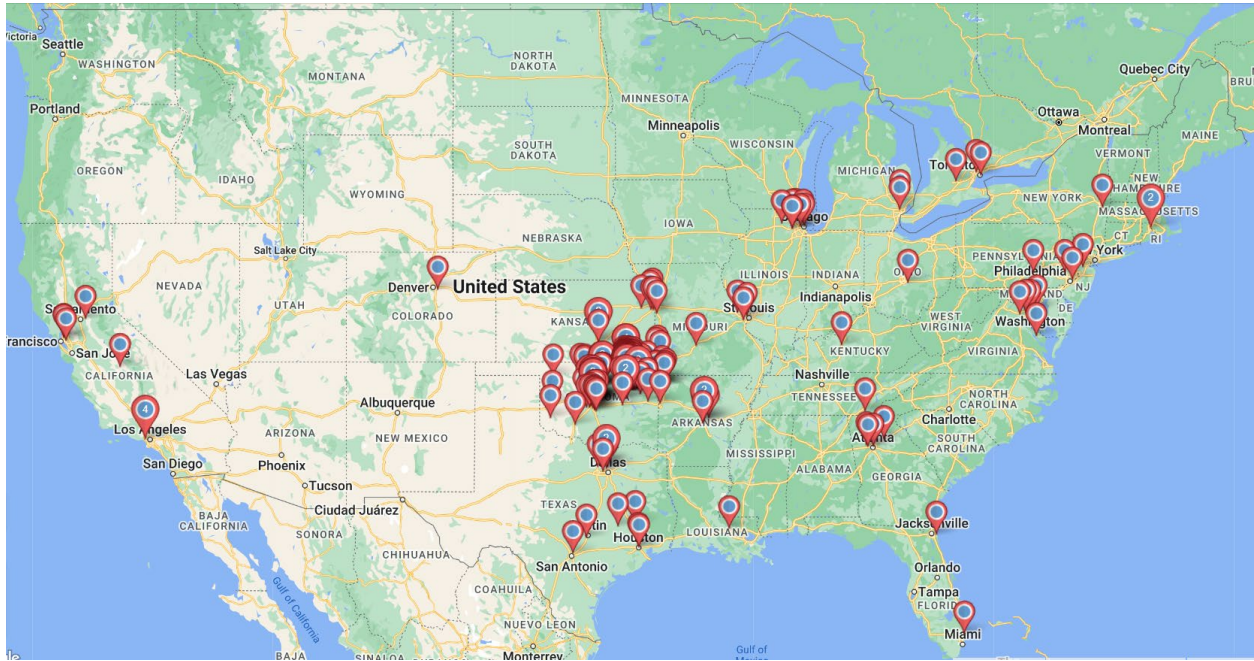
ATD Tulsa Members Mapped By Zip Code (as of 07/21/2022)



Zoomed in to Specific Tulsa-Area



ATD Tulsa Contacts (658) with Addresses and Zip Codes as of 07/21/2022 (Includes Members)



			notification of voting results to ATD Tulsa members via email and by website posting.	
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ATD Tulsa Chapter

BYLAWS

Revised and Adopted

Adopted January 10, 2014

Amended September 11, 2018

Amended October 5, 2021

ATD Tulsa Chapter, Inc.

P.O. Box 33351

Tulsa, OK 74153-3351

tdtulsa.org

atdtulsa.org

myneokastd.org

www.astdneok.org

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ARTICLE I – NAME

SECTION 1.1 NAME

The Corporation shall be known as ATD Tulsa Chapter, Inc. (the “Corporation”).

SECTION 1.2 TRADEMARKS

It shall be the responsibility of the Corporation Vice President of Administration to cause to be filed, recorded, and/or registered and maintained in a current status such statement of certification or other documents, and to take any other steps as may be deemed necessary to preserve the rights of the Corporation in the names, ATD Tulsa Chapter, ATD Tulsa, all former names (ASTD Northeast Oklahoma Chapter, NEOK ASTD, Northeast Oklahoma Chapter of ASTD), and other derivations and/or abbreviations thereof.

SECTION 1.3 INSIGNIA

The Corporation shall have such official insignia as the Board of Directors may determine.

SECTION 1.4 PRINCIPAL OFFICE

The principal office of the Corporation shall be in the United States of America, within the State of Oklahoma.

SECTION 1.5 AFFILIATION

The Corporation shall be an affiliate of the Association for Talent Development (the “Association”), a non-profit educational Association exempt from federal taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986. The Association and its affiliates are not organized for profit, and no part of their net earnings shall benefit any member or private individual, except for payment or reasonable compensation for services rendered.

ARTICLE II – PURPOSE

SECTION 2.1 PURPOSE

The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code of 1986, as amended, and may make expenditures for one or more of these purposes. Without limiting or expanding the foregoing, the Corporation’s specific purpose shall be: To serve our members and the community by providing leadership in talent development, training, and learning.

The Corporation is committed to the following:

- Creating an organization that demonstrates how teamwork and a cooperative spirit develop synergy and foster greater satisfaction for everyone involved
- Encouraging multi-cultural and industry-diverse membership that truly reflects Tulsa and Northeast Oklahoma

- Attracting and retaining members from all parts of the training and human resource development profession with appropriate programs and services; providing well-defined, solid systems and procedures for all Corporation functions
- Serving our community, both by modeling best practices and by encouraging efforts to promote human resource development; and
- Constantly striving to increase community awareness and public recognition for training and development and those companies and individuals who are dedicated to its excellence.

SECTION 2.2 POLITICAL ACTIVITIES

The Corporation shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise, and shall not advocate or campaign for legislation or a defeat of proposed legislation. The Corporation shall not directly or indirectly participate in, including the publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 2.3 CODE OF ETHICS

The ATD Tulsa Chapter and its members shall follow the Code of Ethics established by ATD –
Note: Walt is investigating how ATD handles compliance with its Code of Ethics for ATD members:

The Code of Ethics provides guidance to individuals to be self-managed learning and development professionals. Clients and employers should expect the highest possible standards of personal integrity, professional competence, sound judgment, and discretion. Developed by the profession for the profession, the Code of Ethics is the public declaration of learning professionals' obligations to themselves, their profession, and society.

I strive to:

- recognize the rights and dignities of each individual
- develop human potential
- provide my employer, clients, and learners with the highest level quality education, training, and development
- comply with all copyright laws and the laws and regulations governing my position
- keep informed of pertinent knowledge and competence in the workplace learning and development field
- maintain confidentiality and integrity in the practice of my profession
- support my peers and avoid conduct which impedes their practicing their profession
- conduct myself in an ethical and honest manner
- improve the public understanding of workplace learning and development
- fairly and accurately represent my workplace learning and performance credentials, qualifications, experience, and ability

- contribute to the continuing growth of the profession.

ARTICLE III – MEMBERSHIP

SECTION 3.1 MEMBERSHIP

Membership in the Corporation is open to those who have interests or responsibilities in talent development, training, human resource development, workplace learning and performance, adult learning, are interested in advancing the objectives of the Corporation and the Association and subscribe to and are qualified under these bylaws.

SECTION 3.2 CLASSES OF MEMBERSHIP

Membership in the Corporation shall include four (4) classes as follows:

- A. Chapter Member (Chapter Member Only) (individual);
- B. Joint/Power Member (ATD National AND Chapter Member) (individual);
- C. Chapter Student Membership (Chapter Member Only) (individual; and
- D. Joint/Power Student Membership (National and Chapter Member) (individual);

No other types or classes of membership shall be permitted within the Corporation.

SECTION 3.3 CHAPTER MEMBERS

A Chapter Member in good standing is an individual who meets the requirements of membership as stated in these bylaws, and whose yearly Corporation Chapter Member dues are current.

SECTION 3.4 JOINT/POWER MEMBERS

A Joint/Power Member in good standing is an individual who meets the requirements of membership as stated in these bylaws, and whose yearly Corporation Power Member dues are current.

SECTION 3.5 CHAPTER STUDENT MEMBERS

A Chapter Student Member in good standing is an individual who meets the requirements of membership stated in these bylaws, and whose yearly Corporation Chapter Student Member dues are current, and who qualifies for the student membership by attending a degree-granting college or university full-time.

SECTION 3.6 JOINT/POWER STUDENT MEMBERS

A Joint/Power Student Member in good standing is an individual who meets the requirements of membership stated in these bylaws, and whose yearly Corporation Joint/Power Student Member dues are current, and who qualifies for the student membership by attending a degree-granting college or university full-time.

SECTION 3.7 ATD MEMBERSHIP

- A. All Elected Board Members of the Corporation are required to maintain Joint/Power ATD membership and participate in both annual Corporation and ATD leadership development opportunities.
- B. Joint/Power ATD membership is strongly encouraged, but not required, for local Corporation membership.

SECTION 3.8 NON-DISCRIMINATION

The Corporation does not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

SECTION 3.9 EQUAL OPPORTUNITY

The Corporation offers equal opportunity to all eligible members, regardless of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

SECTION 3.10 MEMBERSHIP FEES

- A. Membership fees and terms of Corporation membership will be set by the Board of Directors.
- B. Corporation membership is not transferable.

SECTION 3.11 SUSPENSION OR TERMINATION OF MEMBERSHIP

The Board of Directors may, by a two-thirds (2/3) vote of those present, suspend or terminate the membership of any individual or corporate member for nonpayment of dues or monies owed the Corporation, or for actions or behavior in violation of these bylaws or deemed detrimental to the best interests of the Corporation.

- A. Suspension or termination of membership will be considered at a regularly scheduled meeting of the Board of Directors. Written notice of, and rationale for, proposed suspension or termination shall be distributed to board members and the member concerned in written form at least twenty (20) days prior to the meeting.
- B. Any motion for suspension or termination must be made by an elected board member, based on personal knowledge, official Corporation records, or statement signed by no fewer than five (5) Corporation members in good standing.
- C. Before action of suspension or termination, the member will have an opportunity to be heard by the Board of Directors.

SECTION 3.12 VOTING

- A. Each Chapter Member, Joint/Power Member, Chapter Student Member, and Joint/Power Student Member in good standing shall have a vote and full membership rights.

ARTICLE IV - GOVERNING BODIES

SECTION 4.1 GOVERNING BODIES

The Corporation shall have two (2) governing bodies

- A. The membership of the Corporation; and
- B. The Board of Directors

SECTION 4.2 THE MEMBERSHIP OF THE CORPORATION

The Members of the Corporation shall have those powers not specifically delegated to any other body by the Articles of Incorporation or by these Bylaws.

SECTION 4.3 QUORUM OF THE MEMBERSHIP

In matters presented to the membership for its consideration, a simple majority of the votes cast (51% or half plus one) shall decide the business before the body.

SECTION 4.4 CONDUCT OF MEETINGS

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Corporation and its constituent parts in all cases to which they are applicable and consistent with these Bylaws and Policies and Procedures. If the Vice President of Administration does not serve as Parliamentarian during their term, the President may appoint a Parliamentarian who shall serve at the pleasure of the President during the term of the President appointing the Parliamentarian. The Parliamentarian shall be a member who has appropriate qualifications and experience with respect to parliamentary procedure as well as the Bylaws and Policies and Procedures of the Corporation. Unless otherwise qualified, an appointed Parliamentarian shall be an ex-officio, non-voting member of the Board of Directors, the Bylaws and Policies, and Procedures Committee.

ARTICLE V - BOARD OF DIRECTORS

SECTION 5.1 BOARD OF DIRECTORS

The Board of Directors shall consist of at least (minimum) eight (8) individuals elected from among Corporation members in good standing as specified in Article III of these bylaws. The Board of Directors shall continue in office until successors are duly installed.

The control of the Corporation, subject to the provisions of Article IV, shall be vested in the Board of Directors, which may consist of the following members:

- A. President;
- B. President-elect;
- C. Immediate Past President;
- D. Vice President of Finance (Treasurer);
- E. Vice President of Administration (Secretary);

- F. Vice President of Membership;
- G. Vice President of Communications;
- H. Vice President of Logistics;
- I. Vice President of Programming;
- J. Vice President of Special Interest Groups;
- K. All elected At-Large Directors (should there be any);
- L. The professional staff or a representative of the Corporation's management company, if such a position exists (Non-Voting, Ex-Officio);
- M. All appointed and/or non-voting members of the Board of Directors.
- N. All members of the Corporation's Board of Directors shall be Individual Members of the Corporation, except the professional staff or a representative of the Corporation's management company, if such a position exists.
- O. Among the duties of the Board of Directors shall be to:
 - 1. Establish policy for the operation of the Corporation,
 - 2. Determine and approve the annual operating plan and annual budget,
 - 3. Provide for the annual financial review of Corporation records,
 - 4. Approve categories of membership and membership fees,
 - 5. Authorize committees of the Corporation,
 - 6. Operate in accordance with the Chapter Affiliation Agreement with ATD and within the Foundational Requirements of the ATD Chapter Affiliation Requirements (CARE).
 - 7. Fill vacancies occurring on the Board of Directors, except the President-Elect.
 - a. Any vacancy of the President-Elect position shall be filled by nominations from the Board of Directors and a vote of the membership.
 - 8. Perform other functions as appropriate for the Board of Directors.

SECTION 5.2 BOARD MEETINGS

- A. The Board of Directors shall meet a minimum of nine (9) times a year at such times and places as the President of the Corporation may designate, or upon written request by no fewer than three (3) members of the Board of Directors, voting and non-voting: said request shall state the time for such meeting and such meeting shall be held at the most convenient location.
- B. The Board of Directors shall meet at such times and places as it shall determine or upon call of the President or upon call by 51% or more of the voting members of Board of Directors.

- C. No official actions can be taken by the incoming Board of Directors prior to January 1 of their term of office.
- D. In the event of an emergency, a minimum of 51% of the voting members of Board of Directors may call for a Board Meeting with a minimum of 24 hours written notice to all Board Members and the Corporation Membership.
- E. Written notice of all Board of Directors meetings shall be sent to each member of the Board of Directors at least seven (7) days prior to such meeting.
- F. The date, time and location of each Board of Directors meeting shall be communicated to the Corporation Membership at least seven (7) days prior to such meeting.
- G. Meetings of the Board of Directors may be held virtually, by telecommunication device(s);
 - i. if all provisions of Section 5.2 C **OR** the provisions of **BOTH** 5.2 D and 5.2 E have been met, and if
 - ii. all Board Members constituting the quorum shall be able to hear and be heard by all other members of the Board of Directors present.
- H. A majority (51%) of the Board of Directors shall constitute a quorum. Any lesser number may adjourn from time to time until a quorum is present.
- I. Actions of the Board may be voted upon as governed by *Robert's Rules of Order Newly Revised*.
- J. Actions of the Board may be voted upon by written notice:
 - i. If a written resolution setting forth such action shall be delivered, via written notice, to all members of the Board of Directors. A period of seven (7) days is permitted for the return of the votes from the date of the receipt of the written notice, or if
 - ii. In the case of votes on statements of external policy, if a written resolution setting forth such action shall be sent by written notice and a thirty (30) day period is permitted for the return of votes from the date of the sending of the resolution. For votes by written notice to be considered valid, ballots must be returned by a majority of the members of the Board of Directors.

SECTION 5.3 OFFICERS

The officers of the Corporation shall be the President, the President-Elect, the Immediate Past President, and all Vice Presidents.

SECTION 5.4 DUTIES AND RESPONSIBILITIES

The duties and powers of the officers of the Corporation shall be such as are by general usage indicated by the title of the respective office, except as may otherwise be specified in these Bylaws.

SECTION 5.5 REMOVAL OF BOARD MEMBERS

The Board of Directors, by a two-thirds (2/3) vote (in accordance with Article V) of those casting votes, may remove any elected or appointed officer of the Corporation from office. Grounds for removal include two (2) unexcused absences in a calendar year from meetings of the Board of Directors or for other good cause shown as determined by the Board of Directors; provided, however, that such officer is given written notice at least one week prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.

SECTION 5.6 VACANCY – VICE PRESIDENTS

- A. If the office any Vice President shall become vacant, the President shall call a meeting of the Board of Directors within thirty (30) days of such vacancy. The Board of Directors shall meet and elect a successor. If the President is not available, the Board of Directors shall elect a chair for that meeting to vote to determine the acting President.
- B. The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation can be elected to fill such vacancies.
- C. In filling a vacancy for the office of Vice President, all persons with a vote on the Board of Directors shall be entitled to vote if present at the meeting. A majority of the votes cast by the Board of Directors shall be necessary to elect, and voting shall be by secret ballot. The vote shall be counted by two people.
- D. The Individual Member elected to the office of Vice President shall take office immediately upon election and shall serve the unexpired term of his or her predecessor or until a successor is elected and qualified.
- E. If vacancies occur in the Board of Directors which preclude a quorum, the remaining members of the Board of Directors, voting or non-voting, shall, by majority vote, fill the vacancies on the Board of Directors. Such meeting shall be held no less than fifteen (15) days and no greater than thirty (30) days of such occurrence.

SECTION 5.7 VACANCY - DIRECTORS

- A. If the office of an At-Large Director shall become vacant, the President shall call a meeting of the Board of Directors within thirty (30) days of such vacancy. The Board of Directors shall meet and elect a successor. If the President is not available, the Board of Directors shall elect a chair for that meeting to vote to determine the acting President.
- B. The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation can be elected to fill such vacancies.
- C. In filling a vacancy for the office of an At-Large Director, all persons with a vote on the Board of Directors shall be entitled to vote if present at the meeting. A majority of the

votes cast by the Board of Directors shall be necessary to elect, and voting shall be by secret ballot. The vote shall be counted by two people.

- D. The Individual Member elected to the office of an At-Large Director shall take office immediately upon election and shall serve the unexpired term of his or her predecessor or until a successor is elected and qualified.

In the event that vacancies occur in the Board of Directors which preclude a quorum, the remaining members of the Board of Directors, voting or non-voting, shall, by majority vote, fill the vacancies on the Board of Directors. Such meeting shall be held no less than fifteen (15) days and no greater than thirty (30) days of such occurrence.

SECTION 5.8 DUTIES AND RESPONSIBILITIES

- A. The Board of Directors shall have power over the fiscal affairs of the Corporation under the limitations of the budget except as such power may be specifically delegated to any other body or subdivision of the Corporation.
- B. The Board of Directors, in addition to the powers and authorities expressly conferred upon it by these Bylaws and Policy and Procedures, may exercise all such powers and do such lawful acts and things as are not reserved or delegated by the Articles of Incorporation or by these Bylaws and Policy and Procedures to any other body or subdivision of the Corporation.

SECTION 5.9 BYLAWS & POLICIES COMMITTEE

There shall be a Bylaws & Policies Committee, which shall consist of the Immediate Past President, the President, and three members of the Board of Directors appointed by the President. The Bylaws & Policies Committee shall be responsible for:

Should this be updated to say a 3rd specific member is the VP of Administration?

- 1. Maintaining written position descriptions for elected members; and
- 2. Reviewing the Bylaws and Policies of the Corporation and for recommending proposed changes to the Bylaws and Policies of the Corporation.

ARTICLE VI - ELECTIONS

SECTION 6.1 NOMINATIONS

- A. Not less than ninety (90) days before the ATD Chapter Leaders Conference (ALC), under the direction of the President, written notice shall be provided to all Corporation Members that nominations are being accepted for the following offices:
 - 1) President-elect;
 - 2) Vice Presidents, as determined necessary by the Board of Directors, and as described herein;
 - 3) At-Large Directors (if it is deemed by the Board of Directors that such positions are needed)

- B. Written nominations must be received by the Corporation **Vice President of Administration** at least forty-five (45) days before the ATD Chapter Leaders Conference (ALC). **I think this needs to be updated to President since the President is on the Elections Committee and is the only board member that is not eligible to be nominated for a board position.**
- C. If less than two (2) candidates for any office shall be properly submitted, as herein provided, to the Elections Committee, then as to such office, the provision for nominations thirty (30) days in advance of the Election shall be waived and proposals for such office shall be received up to an hour to be fixed by the Board of Directors.

SECTION 6.2 ELECTIONS COMMITTEE

There shall be an Elections Committee of five (5) Individual Members who shall be appointed by the President and confirmed by a majority of the Board of Directors from a list of nominees submitted by the Board of Directors. A person to be appointed to the Elections Committee must have attended no less than four (4) monthly meetings in the preceding twelve (12) months prior to nomination to the Elections Committee. The President shall appoint a chair and secretary of the committee from its membership. All vacancies shall be filled in the same manner as prescribed for appointment.

SECTION 6.3 DUTIES AND RESPONSIBILITIES

- A. The Elections Committee shall consider only those members for the various offices who are so recommended.
- B. The Elections Committee shall examine the qualifications and place in nomination the names of all eligible candidates for the office of President-Elect; and for other board offices as described in these bylaws.
- C. The Elections Committee shall verify that it has received and reviewed the statement of acknowledgement of nomination, and attestation of compliance with all rules and regulations from each candidate for every office, as described in SECTION 6.5 below.
- D. The Elections Committee shall be responsible for verifying that any candidate for President-Elect shall have attended six (6) or more of the previous twelve (12) ATD Tulsa Chapter meetings.
- E. The Elections Committee shall have the duty of formulating and publishing regulations to the elections rules, interpreting and enforcing such regulations and the elections rules, including regulations adopted by the Board of Directors.

SECTION 6.4 ELECTION RULES

Rules and regulations adopted by the Board of Directors for the conduct of the election shall be published and distributed to each member of the Board of Directors not later than ten (10) days following the adjournment of the meeting at which they were adopted. Regulations by the

Elections Committee shall be forthwith published and distributed to each member of the Board of Directors.

SECTION 6.5 ELECTION RULES INFORMATION

- A. Every candidate for the elective offices of the Corporation shall submit to the Elections Committee a statement acknowledging that the candidate has been nominated for one or more specific office.
- B. No candidate for any elective office shall be considered as eligible for office until such candidate submits to the Elections Committee a statement, signed and sworn to by the candidate, attesting that the candidate complied with all rules and regulations.

SECTION 6.6 MISCELLANEOUS

- A. It shall be considered improper for any person, organization or association to publish or distribute, or cause to be published or distributed, any written matter or statement in any form whatever concerning any candidate, prospective candidate or elected official unless such matter or statement shall have plainly inscribed thereon the name and address of each person and of each association or organization responsible for its content, origin, publication or distribution.
- B. Before any Individual Member shall be permitted to vote in any election, their status as a member-in-good-standing must be verified by the Credentials Committee.
- C. The Elections Committee shall have the power to interpret these rules and all regulations there under in such manner as will best effectuate the expressed purpose and intent of these rules.

SECTION 6.7 CREDENTIALS COMMITTEE

- A. The Board of Directors shall appoint a three (3) member Credentials Committee prior to any and all decisions that come before the Membership for a vote. At least one member of the Credentials Committee must be a current Board Member.
- B. The Credentials Committee shall verify and validate the Members in Good Standing prior to any decision that shall be voted upon.

SECTION 6.8 SANCTIONS

- A. If any Individual Member, candidate or campaign manager, organization or other person shall, with the knowledge and acquiescence of such candidate, violate any provisions of these Bylaws, the Corporation's Policy and Procedures, or the election rules and regulations, the candidate shall forfeit the right to be elected to the office to which the candidate is nominated. The disqualification of any candidate determined by the Elections Committee may be appealed to the Board of Directors, the decision of which shall be final.
- B. The Elections Committee shall rigidly enforce all Bylaws, Policy and Procedures, and election rules and regulations concerning the election.

SECTION 6.9 VOTING RULES

- A. During the election for Members of the Board of Directors, the candidate who receives the majority of the votes cast (51% or half plus one) for each office shall be declared the winner.
- B. If two or more candidates for the same office receive an equal number of the votes cast, a run-off election between these candidates shall be held within 30 days of the certification of election results. The same procedures shall be followed as prescribed by the bylaws.

ARTICLE VII PRESIDENT

SECTION 7.1 DUTIES AND RESPONSIBILITIES

- A. The Corporation shall have a President who shall have served the immediately preceding term as President-Elect, or, in the absence of a qualified President-Elect, who shall be elected by a majority of the votes cast. The President shall be an Individual Member of the Corporation who has served a full term as a member of the Board of Directors of the Corporation. The President shall not have served a full term as President during the preceding year before the commencement of the term.
- B. The President, or designee, shall preside at all meetings of the Corporation, and the President shall be an ex-officio member of all regular and special committees.
- C. The President may require officers and directors to make regular or special reports at such time as the President may prescribe. Subject to the approval of the Board of Directors, the President shall annually appoint the standing and special committees or sub-committees of the Corporation.
- D. The President shall be responsible for the affairs of the Corporation and, with the assistance of the Board of Directors, shall execute and administer the Policy and Procedures of the Corporation as established by the members of the Corporation, or the Board of Directors.
- E. The enhancement of the Corporation's image shall be the direct responsibility of the President. The President shall address other organizations, Workplace Learning and Performance issues, and directions of the organization as a task of his or her tenure.
- F. The President shall not take actions, expend funds, and incur expenses contrary to the purpose of the Corporation, as may be modified from time to time by the Board of Directors. The Treasurer is responsible for reporting any failure to comply with this provision to the Board of Directors at its next meeting and for protecting the budget. Non-compliance of reporting a violation is grounds for dismissal of the Treasurer.
- G. The President shall be responsible for the orientation and training of all members of the Board of Directors.
- H. The President shall provide quarterly Chapter Affiliation Requirements (CARE) reports to the Board of Directors.

- I. Quarterly reports, on the status of attainment of the long-range goals as they relate to the current year and on the short-range implementation strategies previously adopted, shall be given by the President to the Board of Directors.
- J. The President shall ensure that the Chapter Affiliation Requirements (CARE) are addressed in the Corporation's annual operational plan and that Corporation maintain CARE compliance each year.
- K. As the chief executive officer of the Corporation, the President is responsible for managing the Corporation in accordance with these bylaws and the laws of the State of Oklahoma.
- L. The President presides at and sets the agenda for meetings of the Board of Directors, and membership meetings, and oversees the management of the Corporation.
- M. The President represents the Corporation to ATD.
- N. The term of the President shall be January 1 to December 31.

SECTION 7.2 VACANCY

- A. If the office of President shall become vacant, the Immediate Past President shall serve as Acting President. The Acting President shall call a meeting of the Board of Directors within thirty (30) days of such vacancy. The Board of Directors shall meet and elect a successor. If the Immediate Past President is not available, the Board of Directors shall elect a chair for that meeting to vote to determine the acting President.
- B. The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and may have served or may be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.
- C. In filling a vacancy for the office of President, all persons with a vote on the Board of Directors shall be entitled to vote if present at the meeting. A majority of the votes cast by the Board of Directors shall be necessary to elect, and voting shall be by secret ballot. The vote shall be counted by two people.
- D. The Individual Member elected to the office of President shall take office immediately upon election and shall serve the unexpired term of his or her predecessor or until a successor is elected and qualified.
- E. In the event that vacancies occur in the Board of Directors which preclude a quorum, the remaining members of the Board of Directors, voting or non-voting, shall, by majority vote, fill the vacancies on the Board of Directors. Such meeting shall be held no less than fifteen (15) days and no greater than thirty (30) days of such occurrence.

ARTICLE VIII PRESIDENT-ELECT

SECTION 8.1 ELIGIBILITY

- A. To be considered eligible for nomination, the individual must be a member-in-good-standing;
- B. And, the individual must have attended at least six (6) of the previous twelve (12) chapter meetings.
- C. These eligibility requirements shall be verified by the Elections Committee and reported to the membership.

SECTION 8.2 DUTIES AND RESPONSIBILITIES

- A. The President-Elect acts for the President in the President's absence.
- B. The President-Elect facilitates planning in preparation for term as President
- C. The term of the President-Elect shall be January 1 to December 31.
- D. The President-Elect fulfills other duties as requested by the President.

SECTION 8.3 VACANCY

- A. If the office of President-Elect shall become vacant, the President shall call a meeting of the Board of Directors within thirty (30) days of such vacancy. The Board of Directors shall meet and elect a successor. If the President is not available, the Board of Directors shall elect a chair for that meeting to vote to determine the acting President.
- B. The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.
- C. In filling a vacancy for the office of President-Elect, all persons with a vote on the Board of Directors shall be entitled to vote if present at the meeting. A majority of the votes cast by the Board of Directors shall be necessary to elect, and voting shall be by secret ballot. The vote shall be counted by two people.
- D. The Individual Member elected to the office of President-Elect shall take office immediately upon election and shall serve the unexpired term of his or her predecessor or until a successor is elected and qualified.
- E. In the event that vacancies occur in the Board of Directors which preclude a quorum, the remaining members of the Board of Directors, voting or non-voting, shall, by majority vote, fill the vacancies on the Board of Directors. Such meeting shall be held no less than fifteen (15) days and no greater than thirty (30) days of such occurrence.

ARTICLE XVIII SPECIAL COMMITTEES

SECTION 18.1 SPECIAL COMMITTEES

The Board of Directors may create committees to assist them in their duties.

SECTION 18.2 MEMBERS OF SPECIAL COMMITTEES

All members of special committees shall be members-in-good-standing of the Corporation.

SECTION 18.3 DURATION OF SPECIAL COMMITTEES

Members of special committees serve for the duration of the President's term or on an ad hoc basis.

SECTION 18.4 EXTENSION OF SPECIAL COMMITTEES

The succeeding President may extend the term of special committee members.

ARTICLE XIX CORPORATION FUNDS

SECTION 19.1 FINANCES

- A. With the assistance of the Board of Directors, the Vice President of Finance shall prepare and present the budget for the next fiscal year to the Board of Directors for approval at its final Board of Directors Meeting that will occur in November or December of each year. The Board of Directors shall not recommend a deficit budget, nor shall the Board of Directors approve a deficit budget for the next fiscal year. In recommending the annual budget, the Board of Directors may include as income any and/or all surplus funds accumulated in prior years. **Note: CARE 3.1 but does not reference secondary requirement to make a copy of the budget available to members.**
- B. The budget, when adopted, may be amended at any time by the Board of Directors.
- C. The Board of Directors shall be kept fully informed as to the financial condition and operation of the Corporation throughout the year by monthly budgetary reports, revisions to be footnoted.
- D. In accordance with the CARE agreement, the Corporation shall ensure an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the corporation's finances. **(CARE 3.4)**

Note: Do we need to consider a statement regarding bank signors?

SECTION 19.2 DISBURSEMENT OF FUNDS AS A RESULT OF DISSOLUTION

Should the Corporation be dissolved for any reason, upon dissolution of the Corporation, and after all of its liabilities and obligations have been paid, satisfied and discharged, or adequate provisions made therefore, all of the Corporation's remaining assets shall be distributed to one or more organizations that are organized and operated exclusively for charitable purposes

within the meaning of sections 501(c)(3) and 170(c)(2)(B) of the Internal Revenue code of 1986, as amended.

ARTICLE XX INDEMNIFICATION

SECTION 20.1 INDEMNIFICATION

To the extent required by the Articles of Incorporation of the Corporation, the Corporation shall indemnify each of its directors, to the full extent allowed under applicable law, pursuant to the terms, conditions, restrictions and requirements set forth in applicable law, as amended from time to time, who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative, by reason of the fact that he is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise. The Corporation may indemnify any person, including without limitation, directors, officers, employees and agents of the Corporation, to the full extent allowed under applicable law, or any lesser amount, who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative, by reason of the fact that he is or was a director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise,

(i) pursuant to the terms, conditions, restrictions and requirements set forth in applicable law, as amended from time to time, with regard to directors and (ii) to the extent the Corporation could provide indemnification for a director, with regard to officers, employees and agents. Any such director, officer, employee or agent desiring indemnification shall make written application for such indemnification to the Board of Directors of the Corporation. A special meeting of the Board of Directors shall be called within ten (10) days after receipt of such application to determine if the person so applying shall be indemnified, and if so, to what extent.

SECTION 20.2 INSURANCE

The Corporation shall purchase and maintain insurance or make other arrangements on behalf of any person who is or was a director, officer, employee or agent of the Corporation or who is or was serving at the request of the Corporation as a director, officer, partner, venturer, proprietor, trustee, employee or similar functionary of another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan or other enterprise, in accordance with applicable law.

SECTION 20.3 NOTIFICATIONS

Whenever these Bylaws or Policies require “written notice,” such communication may be made in paper or electronic format to the last known physical or electronic address for Corporation

Members in Good Standing receiving such notice unless another form of notice is specifically required in the relevant Bylaw or Policy. The last known physical and electronic email address shall be that which is stored in the Corporation's member management system. Electronic formats shall include, without limitation, email and fax, and any other electronic forms of communication which come into widespread use and the Corporation members receiving such notice is known to utilize such form of electronic communication. However, any electronic notice must be specifically sent to the Corporation members receiving notice. The mere posting of notice to a public website shall not constitute written notice unless specifically allowed in the Bylaw or Policy requiring such notice; provided, however, that an electronic notice may refer the recipient to a website for the text of any document (proposed resolution, amendment, etc.) to be included with such notice.

ARTICLE XXI AMENDMENTS

SECTION 21.1 AMENDMENTS

- A. These Bylaws may be amended by a two-thirds (2/3) majority vote of the Members in Good Standing delegates who cast an electronic ballot during the appointed voting period, provided a copy of the proposed amendment has been sent, together with notice of the time and process for voting, to each member at least twenty-one (21) days prior to such a vote. Immediately prior to a meeting of the Corporation, the Board of Directors may, pursuant to three-fourths (3/4) majority vote, waive the requirement of prior notice called for above.

SECTION 21.2 APPROVAL

No official vote or action on a proposed change in Bylaws may be taken at a meeting of the Corporation which has not been approved by a majority vote of the Board of Directors.

SECTION 21.3 INTERPRETATION

Any Bylaws and/or Policy and Procedures adopted, which in language or intent are in conflict, will be resolved by majority vote of the Board of Directors.

ARTICLE XXII DISSOLUTION

SECTION 22.1 DISSOLUTION

The Corporation may be dissolved by a vote of (two-thirds) of Corporation members in good standing.

VERSION AND REVISION LOG:

Action	Date	Status
Revised and Adopted	01/10/2014	Posted to Chapter Site
Amended and Adopted	07/18/2014	References changed from ASTD to ATD; Name change to ATD Tulsa; Minor clean-up; Posted to Chapter Site
Amended and Adopted	08/11/2017	Article III Sections 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, and 3.11. Article IV Section 4.3 Article V Section 5.1 Article VI Sections 6.1, 6.2, 6.3, 6.7, and 6.9. Article VII Section 7.1 Article VIII Section 8.1, 8.2, 8.3 Article IX Section 9.1 Article XX Section 20.1 Article XXII Section 22.1 Posted to Chapter Site.

Amended and Adopted	09/11/2018	Article V, Sections 5.1& 5.5 Article VII Section 8.3.b.
Amended and Adopted	10/05/2021	Strike the words Physically and In Person; Rename VP of Marketing to VP of Communications; Move responsibilities of VP of Digital Media to VP of Communications; Delete VP of Digital Media; make technical adjustments to numbering sequence of all following Bylaws and Articles.



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**Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - July 2022**

Category Description	2020 Actual	2021 Actual	2022 Budget	Jul-22	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
INCOME							
ATD Chip/Membership Fees/Award	\$ 2,208.09	\$ 2,487.82	\$ 2,500.00	\$ 402.96	\$ 2,577.96	\$ (77.96)	2Q Chip Pymt (\$397.25 on 7/15/22 and \$5.71 on 7/20/22)
Meeting Fees	\$ 3,730.00	\$ 1,810.00	\$ 4,000.00	\$ 530.00	\$ 2,330.00	\$ 1,670.00	38 Event Registrations (22 member rate; 1 COC member rate; 11 non-member rate and 4 guest registration add-ons).
Membership Dues	\$ 2,875.00	\$ 1,275.00	\$ 1,250.00	\$ 100.00	\$ 1,400.00	\$ (150.00)	2 Chapter Memberships
ATD Meeting Sponsorship	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ -	\$ 250.00	\$ 750.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 10.00	\$ 100.00	\$ -	\$ -	\$ 100.00	
Special Event - State Conference	\$ -	\$ 6,507.01	\$ -	\$ -	\$ -	\$ -	
Special Event- State Conference Sponsorships	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	
TOTAL INCOME	\$ 9,253.09	\$ 14,339.83	\$ 12,350.00	\$ 1,032.96	\$ 6,557.96	\$ 5,792.04	
EXPENSES					\$ -	\$ -	
Board Expense					\$ -	\$ -	
National ATD Dues	\$ -	\$ 179.00	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 700.00	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ 7.50	\$ -	\$ 60.00	\$ -	\$ -	\$ 60.00	
Annual Audit	\$ 1,200.00	\$ 1,260.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
TOTAL Board Expense	\$ 1,907.50	\$ 2,139.00	\$ 3,310.00	\$ -	\$ -	\$ 3,310.00	
Communications Expense					\$ -	\$ -	
GoDaddy Domains	\$ 84.68	\$ -	\$ 169.36	\$ -	\$ -	\$ 169.36	
Go Daddy Email	\$ 119.76	\$ 646.92	\$ 700.00	\$ -	\$ 503.16	\$ 196.84	
Wild Apricot Web Site	\$ 1,536.00	\$ 1,536.00	\$ 1,824.00	\$ -	\$ 1,824.00	\$ -	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 539.95	\$ 608.00	\$ -	\$ 539.95	\$ 68.05	
PO Box Subscription	\$ 92.00	\$ 118.00	\$ 118.00	\$ -	\$ 156.00	\$ (38.00)	
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Communications Expense	\$ 2,240.44	\$ 2,840.87	\$ 3,419.36	\$ -	\$ 3,023.11	\$ 396.25	
Meeting Expense					\$ -	\$ -	
Annual ATD Program Certification Expense			\$ 100.00	\$ -	\$ 100.00	\$ -	
Facility Charge	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ 778.11	\$ -	\$ -	\$ -	\$ -	\$ -	
ATD December Special Program	\$ 141.69	\$ 123.30	\$ 250.00	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ -	\$ -	\$ 600.00	\$ -	\$ 46.00	\$ 554.00	
TOTAL Meeting Expense	\$ 1,139.80	\$ 123.30	\$ 950.00	\$ -	\$ 146.00	\$ 804.00	
Membership Expense	\$ -				\$ -	\$ -	

**Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - July 2022**

Name Badges	\$ 309.73	\$ -	\$ -	\$ -	\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 920.82	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
New Member Appreciation/Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Membership Expense	\$ 509.73	\$ 920.82	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
	\$ -						
Misc. Expenses					\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 246.06	\$ 350.00	\$ 42.59	\$ 150.14	\$ 199.86	Monthly AffiniPay Fees
Oklahoma ATD State Conference	\$ -	\$ 8,962.70	\$ 1,000.00		\$ 629.07	\$ 370.93	
Other Special Event Expense	\$ -	\$ -	\$ 1,000.00		\$ -	\$ 1,000.00	
Insurance	\$ 970.60	\$ 1,070.24	\$ 1,200.00	\$ 50.82	\$ 816.14	\$ 383.86	Monthly general liability insurance payment (\$50.82)
TOTAL Misc Expense	\$ 1,251.30	\$ 10,279.00	\$ 3,550.00	\$ 93.41	\$ 1,595.35	\$ 1,954.65	
	\$ -						
TOTAL EXPENSES	\$ 7,048.77	\$ 16,302.99	\$ 12,229.36	\$ 93.41	\$ 4,764.46	\$ 7,464.90	
	\$ -						
OVERALL TOTAL	\$ 2,204.32	\$ (1,963.16)	\$ 120.64	\$ 939.55	\$ 1,793.50	\$ (1,672.86)	

Prepared by Jennifer Roberson, 2022 VP
Finance on 8/1/22

**ATD Tulsa Chapter
Statement of Financial Position as of July 31, 2022**

Assets		Liabilities	
Arvest Checking Account	\$ 7,325.27	Accounts Payable	\$ -
Arvest Money Market Account	\$ 15,004.43	Taxes Payable	<u>\$ -</u>
Cash	\$ 73.30	Total Liabilities	<u><u>\$ -</u></u>
Accounts Receivable in Wild Apricot*	\$ 120.00	Net Assets	Unrestricted Net Assets
(Less doubtful accounts)**	\$0.00		\$ 22,523.00
			Temporarily Restricted Net Assets
			\$ -
			Permanently Restricted Net Assets
			\$ -
Total Cash Assets	<u>\$ 22,523.00</u>	Total Net Assets	<u><u>\$ 22,523.00</u></u>
Total Assets	<u><u>\$ 22,523.00</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 22,523.00</u></u>

* Accounts Receivable: Manual invoice for six attendees (\$20/each) for ATD's Tulsa Virtual Workshop on June 17, 2022 for the University of Oklahoma (Jesscica Woodrow). Check received in July and deposited in August.

Prepared by Jennifer Roberson, 2022 VP Finance on 8/1/22

ARTICLE IX IMMEDIATE PAST PRESIDENT

SECTION 9.1 DUTIES AND RESPONSIBILITIES

- A. The Immediate Past President advises the President and Board of Directors.
- B. During January of each year, the Past President, along with the Board of Directors, shall develop a report containing, but not limited to membership numbers; financial performance; and progress toward annual goals.
- C. The Immediate Past President shall manage the Corporation's annual submission of Chapter Affiliation Requirements (CARE) to ATD.
- D. The Immediate Past President shall provide guidance and training for the Board of Directors regarding Chapter Affiliation Requirements (CARE) planning, reporting, and submission.
- E. The term of the Immediate Past President shall be January 1 to December 31.

SECTION 9.2 VACANCY

- A. If the office of Immediate Past President shall become vacant, the President shall call a meeting of the Board of Directors within thirty (30) days of such vacancy. The Board of Directors shall meet and elect a successor. If the President is not available, the Board of Directors shall elect a chair for that meeting to vote to determine the acting President.
- B. The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation can be elected to fill such vacancies.
- C. In filling a vacancy for the office of Immediate Past President, all persons with a vote on the Board of Directors shall be entitled to vote if present at the meeting. A majority of the votes cast by the Board of Directors shall be necessary to elect, and voting shall be by secret ballot. The vote shall be counted by two people.
- D. The Individual Member elected to the office of Immediate Past President shall take office immediately upon election and shall serve the unexpired term of his or her predecessor or until a successor is elected and qualified.
- E. In the event that vacancies occur in the Board of Directors which preclude a quorum, the remaining members of the Board of Directors, voting or non-voting, shall, by majority vote, fill the vacancies on the Board of Directors. Such meeting shall be held no less than fifteen (15) days and no greater than thirty (30) days of such occurrence.

**ATD TULSA PROFESSIONAL DEVELOPMENT PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Diane Elkins

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
Let's Get Ready to Rumble! With today's e-learning tools, the battle for supremacy is on.

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD's Mission to "empower professionals to develop talent in the workplace."**

Being able to identify what eLearning tools are available, and to assess which tool is right for you is essential to the learning and development professional. This program will help participants identify their options.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less

Within your ATD community there are devotees to a variety of eLearning tools. And there are members of your community who don't know what is available or what might be best for them. We will contrast and compare some of those tools.

5. **Workshop Description In 300 words or less:** *(It should be written in a format that will help us market your workshop to program attendees.)*

Coke vs. Pepsi. Apple vs. Android. Storyline vs. Captivate. These are some of the great rivalries of our time. Articulate Storyline, Articulate Rise, TechSmith Camtasia, and Adobe Captivate are the top four tools in last year's Learning Guild Authoring Tools report. With more and more companies moving their content online, the competition for domination in the e-learning software market has intensified. Devoted Storyline supporters declare victory, wearing the champion belt and urging the masses to follow. Captivate loyalists claim that other products aren't as robust. Rise users love the simplicity, while others find it limiting. Camtasia often flies under the radar, but consistently earns a top spot in each report.

So, what's the best tool out there? Well, if you want a simple, definitive answer, then DON'T come to this session. All perspectives are correct—or incorrect—depending on the most significant factors in YOUR specific organization or design endeavor. Instead, come to this session if you want to learn about these tools' strengths and weaknesses so you can make the choice that's right for you.

Diane Elkins is the co-owner of both Artisan E-Learning, a customer e-learning development firm, and E-Learning Uncovered, where she helps people build courses they're proud of. Diane has been in the eLearning industry since 2001, speaks regularly at national conferences about eLearning, and is co-author of the popular E-Learning Uncovered book series.

This is a great opportunity to learn from one of the industry's most knowledgeable professionals. Knowing which tool to use will help you build courses of which you can be proud.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses

Building Personal Capability: Lifelong Learning; Developing Professional Capability: Instructional Design and Technology Application; Impacting Organizational Capability: Consulting and Business Partnering.

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

Diane will answer questions such as:

- *Is one tool really better than the others? How do their features compare?*
- *What factors are most important when selecting a tool?*
- *How do you make an informed decision if you are just getting started?*
- *Do you really need all of these tools, or can you get by with just one?*
- *What other factors should you consider before buying?*

8. Workshop Design Plan:

Include a workshop outline with timeframes and delivery methods for all participant interaction and hands-on activities. Each workshop timeframe is 60- to 75-minutes including time for questions and answers.

Overview of the 4 major tools and their relative place in the market: 5 to 10 minutes

Key features and applications of Rise: 10 to 15 minutes

Key features and applications of Camtasia: 10 to 15 minutes

Key differentiators between Storyline and Captivate: 20 minutes

Questions: 5 minutes

9. Handout / Performance Tools:

Include a title and description of each handout or item that will be given to participants.

Copy of PowerPoint slides

10. AV and / or Room Configuration Requirements: (Not applicable for a virtual program)

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

Click or tap here to enter text.

11. Virtual Presentation Requirements: (For virtual presentations)

The ATD Tulsa Chapter can provide a virtual link to a Zoom session for this event. Or you can provide your own virtual platform link (Zoom, WebEx Meeting, WebEx Training, GoTo Meeting, etc.) The platform must be accessible to participants who may be connecting from a company (corporate) environment.

ATD Tulsa Zoom

12. Evidence of Professional Qualifications and Credentials: 300 words or less

Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project(s). Include your public speaking experience(s), listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

Diane Elkins has been in the training and development field for 30 years as a trainer, instructional designer, and e-learning project manager. As co-owner of Artisan E-Learning, she helps companies get up and running with e-learning initiatives, specializing the use of rapid development tools including Articulate Storyline, Articulate Rise, Lectora, and Captivate. She helps clients as diverse as government agencies, non-profits, medium-sized businesses and Fortune 500 corporations.

She has gained national recognition as a trainer and e-learning expert, speaking at national conferences for ATD, Training Magazine, and The Learning Guild. Diane and her company, Artisan E-Learning are the recipients of industry awards from Training Magazine, The Learning Guild, and Brandon Hall. She is the co-author of the popular E-Learning Uncovered book series and is a regular contributor to the ATD Learning Technologies Blog.

13. Demonstration of Presenter Ability:

- A. Provide evaluation results from a past presentation that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
- B. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

Diane was a presenter at the ATD Oklahoma 2021 Statewide Conference. The reviews of her session were outstanding. Diane has presented at ATD International Conference, TechKnowledge, eLearning Guild DevLearn, and Lectora User's Conference.

14. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Diane Elkins is the co-owner of Artisan E-Learning, a custom e-learning development company and E-Learning Uncovered, where she helps people learn to build courses they're proud of. She has built a reputation as a national e-learning expert by being a frequent speaker at major industry events for ATD, The Learning Guild, and Training Magazine. Her favorite topics include accessibility, instructional design, and Articulate Storyline. She is co-author of the popular E-Learning Uncovered book series as well as E-Learning Fundamentals: A Practical Guide from ATD Press. She is a past board member of the Northeast Florida and Metro DC chapters of ATD.

15. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

ATD Tulsa conference committee

16. Professional Photo:

Submit a professional color headshot photo of the presenter(s) in JPEG or PNG format.

For workshop promotional/marketing materials



ARTICLE X VICE PRESIDENT OF FINANCE

SECTION 10.1 DUTIES AND RESPONSIBILITIES

These CARE Foundational Requirements are not addressed here or anywhere else.

3.2 Financial Documents: Chapter submits most recent yearly balance sheet.

3.3 Financial Documents: Chapter submits most recent profit and loss statement.

The Vice President of Finance (Treasurer) shall:

- A. create and submit an annual budget for review and approval by the Board of Directors at the November or December board meeting. Note: CARE 3.1 but does not reference secondary requirement to make a copy of the budget available to members. Note: Can we update to include the month of when an annual budget is reviewed and approved by the BOD?
- B. Report on the financial condition of the chapter at meetings of the board and at other times when called upon by the President.
- C. Cause all dues and assessments to be collected.
- D. Be responsible for secure handling of funds; of cash-in/cash-out; and timely depositing of funds to the Corporation's account(s).
- E. Adopt cashless and contactless payment options, e.g., all transactions should be processed online through Wild Apricot as a rule.
- F. Make all disbursements and keep financial records for the Corporation.
- G. Submit the financial records for annual audit upon retirement from office or upon request by the Board of Directors.
- H. Maintain financial records transparency by uploading financial records and documents to the ATD Tulsa website file folder annually.
be responsible for timely filing of annual tax returns electronically by May 15 each year. CARE 2.3 regarding need to comply with federal and state reporting requirements but does not reference need to provide ATD with a copy of the 990/990-N filings.
- I. Be in term from January 1 to December 31.
- J. fulfill other duties as requested by the President.

ARTICLE XI VICE PRESIDENT OF ADMINISTRATION

SECTION 11.1 DUTIES AND RESPONSIBILITIES

- A. The Vice President of Administration (Secretary) shall cause minutes of all Membership Business Meetings of the Corporation to be recorded in writing.
- B. The Vice President of Administration shall cause minutes of all Board of Directors meetings of the Corporation to be recorded in writing.

- C. The Vice President of Administration shall maintain policy and procedure manuals of the Corporation **If the VP of Administration shall do this, should they be on the Bylaws & Policies Committee?**
- D. The Vice President of Administration shall serve as Corporation archivist.
- E. The Vice President of Administration shall maintain incorporation status, including reporting as required, with the State of Oklahoma.
- F. The Vice President of Administration shall maintain and protect all Trademarks and Copyrights of the Corporation.
- G. The Vice President of Administration shall cause the Corporation to secure and renew General Liability insurance coverage for the Corporation, and secure and renew Directors and Officers Liability insurance coverage for the Corporation on an annual basis.
- H. The Vice President of Administration shall serve as Parliamentarian, or shall appoint a Parliamentarian to serve during their term.
- I. The Vice President of Administration shall renew and keep current the Corporation's Post Office Box.
- J. The Vice President of Administration shall collect mail from the Corporation's Post Office Box prior to all meetings of the Board of Directors and/or the Membership.
- K. The term of the Vice President of Administration shall be January 1 to December 31.
- L. The Vice President of Administration shall fulfill other duties as requested by the President.

ARTICLE XII VICE PRESIDENT OF MEMBERSHIP

SECTION 12.1 DUTIES AND RESPONSIBILITIES.

These CARE Foundational Requirements are not addressed here or anywhere else.

4.1 Membership Roster: Chapter submits year-end membership roster in Excel.

4.4 Power Member Activities: Chapter completes 10 Power Member activities of the chapter's choice.

- A. **The Vice President of Membership shall promote joint/power membership and chapter membership. CARE 4.3 - Power Membership: Chapter achieves a minimum of 20 Power Members (joint chapter/ATD national members) and 35 percent simultaneously. Note: We should consider revising this statement to address the ATD expectations for number and percentage of Power Members. More than "promotion" is required. Targets must be met and maintained.**
- B. The Vice President of Membership shall maintain accurate membership records.
- C. The Vice President of Membership shall provide orientation for new members.

- D. The Vice President of Membership shall publish an annual membership directory.
- E. The Vice President of Membership shall be responsible to implement an annual member survey, and to report results of the survey to the Board of Directors and to the members.
CARE 4.2
- F. The term of the Vice President of Membership shall be January 1 to December 31.
- G. The Vice President of Membership fulfills other duties as requested by the President.

ARTICLE XIII VICE PRESIDENT OF COMMUNICATIONS

SECTION 13.1 DUTIES AND RESPONSIBILITIES.

These CARE Foundational Requirements are not addressed here or anywhere else.

6.2: Member Communication: Chapter distributes a communication piece to members at least once per quarter that features chapter and ATD programs and initiatives.

6.4 National Support: Board members hold, at minimum, an annual phone call with their chapter relations manager to identify opportunities for support

- A. The Vice President of Communications shall be responsible for creating and implementing an annual Communications plan.
- B. The Vice President of Communications shall be responsible for managing and updating the chapter web site. **CARE 6.1**
- C. The Vice President of Communications shall be responsible for sending electronic communications to members and other targeted recipients.
- D. The Vice President of Communications fulfills other duties as requested by the President.
- E. The Vice President of Communications shall be responsible for managing social media, including, but not limited to LinkedIn, Twitter, Facebook, and YouTube.
- F. The Vice President of Communications shall be responsible for securing images and content related to the Workplace Learning and Performance Profession, and using said images and content to provide information of value to the Corporation's members.
- G. The term of the Vice President of Communications shall be January 1 to December 31.

ARTICLE XIV VICE PRESIDENT OF LOGISTICS

SECTION 14.1 DUTIES AND RESPONSIBILITIES.

- A. The Vice President of Logistics shall secure facilities for all meetings and events of the Corporation.
- B. The Vice President of Logistics shall work closely with the Vice President of Programming, the Vice President of Finance, and the chair of Special Programs.

- C. The Vice President of Logistics shall establish event registration cut-off deadline, and, if needed, provide guaranteed head counts and meal counts to each facility according to the agreed upon timeline.
- D. The Vice President of Logistics shall be responsible for maintaining and providing up-to-date attendance lists for each event.
- E. The Vice President of Logistics shall be responsible to provide staffing for event registration tables.
- F. The Vice President of Logistics shall be responsible for providing participant nametags for each event.
- G. The Vice President of Logistics shall be responsible for securing and audiovisual equipment needed for each specific meeting.
- H. The Vice President of Logistis shall review event invoices and provided approved invoices to the Vice President of Finance for payment.
- I. The term of the Vice President of Logistics shall be January 1 to December 31. J. The Vice President of Accommodations fulfills other duties as requested by the President.

ARTICLE XV VICE PRESIDENT OF PROGRAMMING

SECTION 15.1 DUTIES AND RESPONSIBILITIES.

- A. The Vice President of Programming shall develop programming that aligns with the ATD Capability Model and the ATD Communities of Practice.
- B. The Vice President of Programming shall develop and implement monthly programs.
- C. The Vice President of Programming shall develop and implement at least ten (10) programs for monthly meetings of the membership. CARE 5.1 requires 6 professional development activities for members per year. Note: Should consider changing language here to “professional development activities” in lieu of “programs.”
- D. The Vice President of Programming shall secure “presenter agreements” from each presenter.
- E. The Vice President of Programming shall secure biographical information and marketing information for each presenter, and shall provide that information to the designated Vice President no less than 60 days prior to the presenters scheduled presentation date.
- F. The Vice President of Programming shall secure all equipment required by the presenter for monthly programs.
- G. The Vice President of Programming shall oversee all Special Programs / Events held during their term; and shall help plan future events.
- H. The Vice President of Programming shall implement a procedure to secure participant feedback for all sessions and shall report feedback to the Board of Directors.

- I. The term of the Vice President of Programming shall be January 1 to December 31.
- J. The Vice President of Programming fulfills other duties as requested by the President.

ARTICLE XVI VICE PRESIDENT OF SPECIAL INTEREST GROUPS

SECTION 16.1 DUTIES AND RESPONSIBILITIES.

- A. The Vice President of Special Interest Groups shall oversee all special interest groups (SIGs), including but not limited to: Student SIGS, Awards and Recognitions; Technology; Consultants; and others as may be deemed appropriate.
- B. The Vice President of Special Interest Groups shall oversee and coordinate geographic interest groups (GIGs), including but not limited to population areas in Northeast Oklahoma outside of the greater Tulsa area (e.g., Bartlesville, Muskogee, Stillwater, Tahlequah, etc.).
- C. The Vice President of Special Interest Groups shall work closely with the Vice President of Programming, and the Vice President of Accommodations.
- D. The term of the Vice President of Special Interest Groups shall be January 1 to December 31.
- E. The Vice President of Special Interest Groups fulfills other duties as requested by the President.

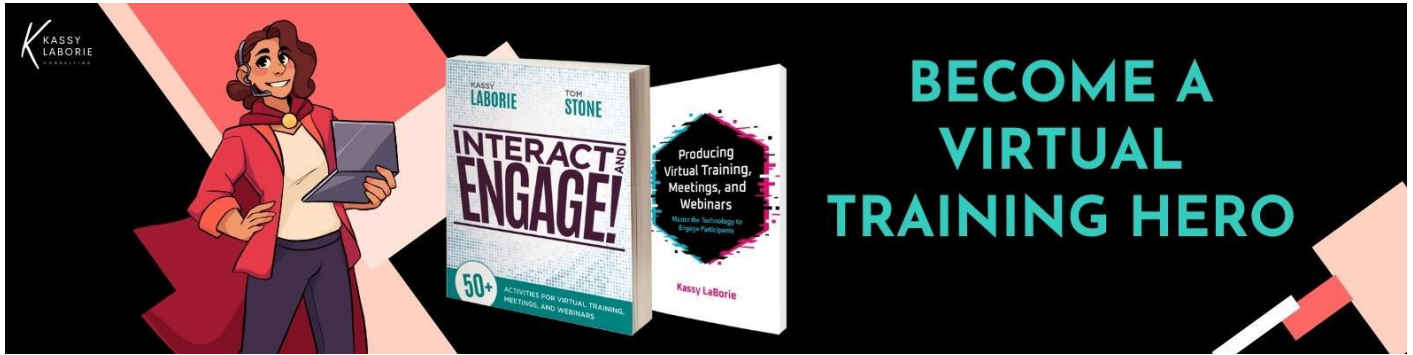
ARTICLE XVII AT-LARGE DIRECTORS

SECTION 17.1 DEFINITION

The Corporation may elect up to six (6) At-Large Directors who will serve a one-year term. At-Large Directors may succeed themselves, but may not serve more than 3 consecutive terms. At-Large Directors are voting members of the Executive Board.

SECTION 17.2 DUTIES AND RESPONSIBILITIES

- A. At-Large Directors may be elected to serve in roles such as Awards and Recognitions; Special Interest Groups; Geographic Interest Groups; Communities of Interest; or other areas based on the needs of the Corporation.
- B. At-Large Directors shall fulfill their assigned roles as defined by the Board of Directors.
- C. The term of the At-Large Directors shall be January 1 to December 31.
- D. At Large Directors shall provide advice and counsel to the Board of Directors and the President.



ATD CHAPTER MEMBERS ONLY OFFER EARN A VIRTUAL FACILITATOR CERTIFICATION WITH THE ORIGINAL VIRTUAL TRAINING HERO, KASSY LABORIE!

Become a virtual training hero!

Virtual Training is commonplace, yet somehow, the skills to perform it well and to create effective results are challenging to master. The Virtual Facilitator Certification offered by Kassy LaBorie Consulting is a hands-on, practical, engaging, quick moving, and highly effective live online program that guides learning professionals to design, develop, and facilitate what learners often call “heroic virtual training experiences!”



This 5-session, 2-hours each, live online certification gives participants the experience of working with and learning directly from Kassy LaBorie, a 23-year virtual training veteran, author, consultant, and globally recognized facilitator and presenter. This special offer is an opportunity to engage with Kassy in the same way she consults with her clients which includes: the synchronous classroom experience, her expertise, the certification, robust handouts, tools, and templates, content from her various books, and an understanding of what it means to be a virtual training hero!

See the description, what's included and assumed, and other program details such as an outline of each session and its objectives on page 2 of this document.

Benefits of partnering with Kassy

- Participants earn and add a new Virtual Facilitator certification to their resumes
- The program qualifies for 10 eligibility and recertification APTD / CPTD points
- This offering is a way to promote ATD Chapter membership
- The ATD Chapter earns 10% revenue off of each registration
- An on-going discussion board is created and maintained for community
- Access to coaching and guidance from an industry pioneer and expert
- Participants see skill growth and have materials ready for immediate application



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631.332.6091



**LINKEDIN.COM/IN/
KASSYLABORIE/**

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KASSY LABORIE CONSULTING, LLC
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Details for ATD Chapters (Let's discuss!)

- This is a special offer for ATD Chapter members only.
- Your chapter promotes to your members and handles the payments from members.
- The ATD Chapter keeps 10% of the revenue of each registration.
- I will invoice the chapter for the total amount, minus 10%, on the day the certification begins.
- The dates and times will be determined together based on what will work best for the chapter.
 - Suggestion: We offer this in the Fall of 2022 or look at dates in 2023. I am flexible with times, recognizing that an evening offering might be best.
- A minimum of 8 participants one month ahead of time is required to proceed with the offering. Participants may continue to register up to one day before the date of the first live session.
- The cost is \$995 per participant. The chapter earns \$99.50 per registration.
- ✦ Bonus offer ✦ If your chapter gets 16 (*let's negotiate this!*) signups or more, I will do a free chapter webinar (open to all members and/or open to the public to help you broaden reach). This is a \$2,500 value!

VIRTUAL FACILITATOR CERTIFICATE

5 online sessions, time spaced, 2-hours each

An immersive skill building experience of engaging online training with practice and coaching. A program delivered entirely live online and time spaced according to your team's schedule.

Five, 2-hour live online sessions, designed to empower trainers to deliver virtual instructor-led training with confidence! Participants immerse in a live online training world, participate in discussions, both on and offline, practice training online, explore and learn their platform, and create training materials ready for immediate use!



Session 1: Use Your Platform to Deliver Engaging Live Online Training (2 hours, live online)

Introductions, foundation for the program, and a demonstration of a model engaging live online training session delivered in your platform.

- Define and discover engaging online training
- Overcome the challenges to engaging an online audience
- Manage the technical aspects necessary to deliver an effective learning experience



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Session 2: Virtual Presentation Skills (2 hours, live online)

Sharpen the presentation skills necessary to masterfully inspire an engaging online event.

- Sound like a radio star, keeping participants engaged
- Say messages with clarity of meaning and enunciation
- Show visuals and screen shares that excite an audience to action

Session 3: Virtual Facilitation Skills (2 hours, live online)

Develop the unique facilitation skills required to ensure learning transfer in an online event.

- Ask insightful questions to inspire thoughtful learning and reflection
- Listen to participant responses and learn to look for meaning even when it cannot be heard
- Coach participants to greater levels of learning and depth of understanding

Session 4: Deliver Live Online, Part A – instructor assigned (2 hours, live online)

Deliver a portion of a live online event for feedback and coaching from the instructor and certificate peers.

- Practice real time delivery of a portion of an assigned live online event
- Receive coaching and feedback
- Create an action plan for future successful delivery of the selected live online event

Session 5: Deliver Live Online, Part B – participant created (2 hours, live online, in groups of up to 8)

Deliver a portion of a live online event for feedback and coaching from the instructor and certificate peers.

- Practice real time delivery of a portion of the participant's selected live online event
- Receive coaching and feedback
- Create an action plan for future successful delivery of the selected live online event

CERTIFICATIONS INCLUDE AND ASSUME THE FOLLOWING:**Included**

- ✓ APTD/CPTD eligibility and recertification points
- ✓ Participant Manual
- ✓ Example facilitator's slides, slides and other materials which can be used as templates
- ✓ A Virtual Platform Checklist
- ✓ Coaching in the moment, feedback, and action plan development
- ✓ An online channel or discussion board using Padlet
- ✓ Practice time



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Assumptions

- ✓ All online sessions delivered using Zoom.
- ✓ We will work together to determine the best schedule of dates and times to suit your chapter's schedule.
- ✓ We will use my Zoom and Padlet accounts to host and run the required intersession assignments.
- ✓ Participants attend the training from their own computer, their own desk, and their own audio connection.
- ✓ Each online session is recorded and only made available to the candidates who participated in the live sessions for 30 days following the last date of the program.
- ✓ Each participant has access to login and host their own virtual sessions to apply the technical learning, and practice on their own in between sessions.
- ✓ Participants actively attend and complete assignments to earn the final certification.
- ✓ One session can be made up while still earning the certification. If participants miss sessions 1-4, they may watch one of the 4 recordings and complete a makeup assignment. This must be done prior to attending the next session. The final teach back session 5 cannot be missed.
- ✓ If participants need to request a makeup session for session 5, which must be completed live to earn the final certification, the fee is \$250 per individual.

"Kassy is the best. Period. The best. I learned so much from her a few years ago when my employer, a publicly held regional banking organization, hired her to help us deliver live online training the best way possible. If you want to learn how to do distance or live online learning the right way, work with her -- you won't regret it."

Roland Prevost, M.A.
Sr. Change Management Consultant



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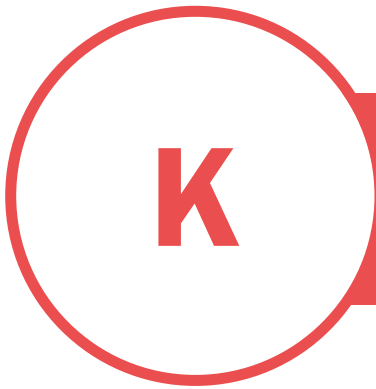
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INVESTMENT

ITEM	PRICE
<p><i>10 APTD and CPTD Recertification Credits may be earned</i></p> <p>VIRTUAL FACILITATOR CERTIFICATE 5, 2-hour, live online sessions in Zoom Minimum of 8 participants</p>	<p>\$995 per person</p> <p>10% to the ATD Chapter</p>
<div data-bbox="170 884 358 1066" data-label="Image"></div> <p data-bbox="381 890 1523 1003">Kassy LaBorie Consulting LLC has been pre-approved by the ATD Certification Institute to offer educational programs that can be used towards initial eligibility and recertification of the Certified Professional in Talent Development (CPTD) and Associate Professional in Talent Development (APTD) credentials. Maximum points vary by course.</p>	

As an alum of Kassy's certificate workshop, the skills learned will be well worth your time. Through this course, I've been able to recreate my online delivery style and develop a learning atmosphere that rivals any of my traditional classroom settings. Kassy has truly helped me bridge the online divide!

Colin DeCair, MSHRE
AVP | Associate Development Manager



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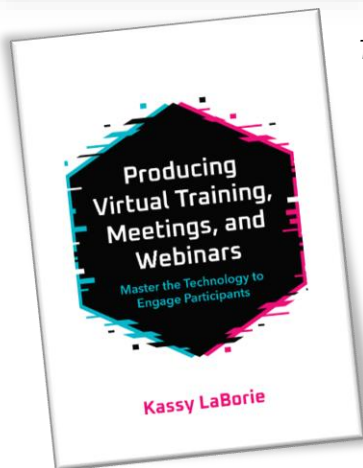
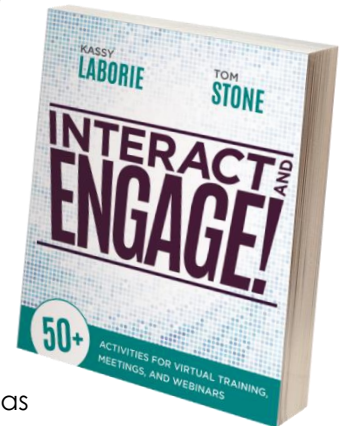
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Kassy LaBorie is the principal consultant at Kassy LaBorie Consulting, LLC. She is a speaker, instructional designer, classroom facilitator, and author who specializes in virtual learning, teams, and live online technology. Kassy is passionate about helping organizations, learning teams, and training professionals successfully move to the virtual environment.

In her previous role at Dale Carnegie Training, she was the director of virtual training services, a consultancy that partners with organizations to help them develop successful online training strategies. Kassy also served as the product design architect responsible for developing the company's live online training product and experience. Prior to this, she was an independent master virtual trainer, a Microsoft software trainer, and a senior trainer at WebEx, where she helped build and deliver training at the WebEx University.

Kassy is the co-author of *Interact and Engage! 50+ Activities for Virtual Training, Meetings, and Webinars*, which coming out with a second edition in September 2022. Her second book was published with ATD Press in January of 2021 and is called *Producing Virtual Training, Meetings, and Webinars*. A frequent speaker at industry conferences since 2006, she has presented at Training Magazine events including their yearly conference and Online Learning Conferences, Chief Learning Officer symposiums, The Virtual Learning Show, ATD's TechKnowledge and International Conference & Exposition, as well as many local ATD Chapter events.



For more information about Kassy, visit her website: www.KassyConsulting.com
Find Kassy sharing tips on Twitter @KassyConsulting
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