Bylaws

Organization for the Study of Communication, Language, and Gender

Amended: October 2026

ARTICLE I: NAME

The name of this nonprofit professional organization shall be the Organization for the Study of Communication, Language and Gender, hereinafter referred to as OSCLG.

ARTICLE II: PURPOSE

Section 1. Purpose. The purpose of OSCLG shall be to provide an interdisciplinary forum for professional discussion, presentation of research, and demonstration of creative projects focused on the study of communication, language, and gender.

Section 2. Affiliations. OSCLG shall be affiliated with the journal *Women and Language*.

Section 3. Tax status. OSCLG, a not-for-profit corporation, exists for educational, research, and literary purposes only. No part of the organization's net revenues may be used for the private benefit of any individual or group.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility. Membership in OSCLG shall be open to anyone interested in or concerned with issues of communication, language, and gender, regardless of their educational backgrounds or professional fields.

Section 2**.** Admission to Membership. Anyone shall be admitted to membership by submitting a membership application form to the Managing Director/Chief Financial Officer and paying the yearly membership dues. Membership forms shall be made available on the OSCLG website, and by request from the Managing Director/Chief Financial Officer.

Section 3. Member Privileges. A member in good standing shall be eligible to hold elective or appointive office, give presentations at the official OSCLG conferences, participate in the Annual OSCLG General Business Meeting and any other OSCLG-sponsored meetings or research projects, receive the OSCLG Newsletter and other OSCLG announcements, and have one vote in electing Executive Committee members and in the transaction of other general membership business of OSCLG.

Section 4. Member categories. There shall be three classes of membership in OSCLG: Life, Regular, and Student. The rights, privileges, services, and obligations of each category of membership shall be as authorized by the OSCLG Executive Committee. The

OSCLG Executive Committee shall have the authority to establish special categories of membership with the approval by vote of the general membership.

ARTICLE IV: OSCLG DUES

Section 1. Amount. The amount of the membership dues shall be fixed annually by the Executive Committee and shall be payable to the Managing Director/Chief Financial Officer.

Section 2. Due Date. Membership dues are due and payable at or prior to the annual OSCLG conference.

Section 3. Nonpayment of Dues. Any member whose dues are unpaid shall not be entitled to vote, hold office or enjoy other privileges of organizational membership.

ARTICLE V: OFFICERS

Section 1. Organization Officers. The officers of the organization shall be a President, a Past-President, a Vice-President, a Managing Director/Chief Financial Officer, and a Communication Coordinator.

Section 2. Succession. The Vice-President shall be nominated by the President and Past President and elected by the Executive Committee [see article VI] from its past and present membership at the appropriate annual meeting to serve a two-year term. Then, the Vice-President will assume a two-year term as President. The out-going President will continue for a two-year term as Past-President.

Section 3. Appointment. The Managing Director/Chief Financial Officer and Communication Coordinator will be recruited by the officers appointed to a three-year renewable term as approved by the Executive Committee.

Section 4. Vacancies. In the event of death, resignation, removal, or expulsion of any officers, the Executive Committee shall elect a successor who shall take office immediately and serve for the unexpired term or until the next annual election.

Section 5. President. The President shall assume office at the end of the Annual Business Meeting of the conference. They shall preside at all meetings of the Executive Committee. They shall appoint all ad hoc committees with the approval of the Executive Committee and shall be an ex-officio member of all committees. They shall perform all other duties incident to the office including keeping up with the business of the organization throughout the year (e.g., communicating with Executive Board Members about awards, working with Managing Director/CFO, Communication Coordinator, and Conference Liaison throughout the year) and serving as co-signatory with the Managing Director/Chief Financial Officer on the OSCLG bank account.

Section 6. Past-President. The Past-President shall serve as an advisor to the President and shall chair the Cheris Kramarae Outstanding Dissertation/ Award Committee.

Section 7. Vice-President. The Vice-President shall assist the President and perform such other duties as shall be prescribed by the Executive Committee. In the absence or disability of the President, the Vice-President shall exercise the powers and perform the duties of the President. The Vice-President shall succeed to the position of President following their two-year term as Vice-President.

Section 8. Managing Director/Chief Financial Officer. The Managing Director/Chief Financial Officer shall keep records of all the meetings of the organization and the Executive Committee, maintain or cause to be maintained the roll of membership and perform all other duties customarily pertaining to the office. In addition, the Managing Director/Chief Financial Officer shall receive and deposit all organizational funds in a bank or trust company approved by the Executive Committee. They shall issue receipts and make authorized disbursements by check after approval by the President or the Executive Committee. They shall prepare the organization's budget, make regular financial reports to the Executive Committee, and render an annual financial statement to the membership. They will also complete filings with the IRS and other forms necessary to keep our non-profit status and stay in good standing as an organization.

Section 9. Communication Coordinator. The Communication Coordinator shall be appointed to a three-year renewable term. Their duties shall be to facilitate relevant communication among the Officers, Executive Committee members and/or the general OSCLG membership as needed. They shall maintain the OSCLG website, updating ongoing content including but not limited to: information about OSCLG purpose and history; blogs, articles or commentaries from OSCLG members; conference information and promotion; and e-commerce sites for conducting organizational business. They are also responsible for conducting OSCLG Executive Committee elections. Expenses shall be submitted to the Managing Director/Chief Financial Officer for payment or reimbursement.

Section 10. Conference Coordinator. The Conference Coordinator shall be appointed to a three-year term. Their duties include recruiting future conference hosts and, in coordination with future hosts, proposing future conference sites to the Executive Committee. The Conference Coordinator will also serve as an advisor to future hosts on issues including but not limited to: hotel selection and negotiation, planning and scheduling conference programming, estimating conference budgets, local arrangements, and hosting duties. Finally, the Conference Coordinator will act as a liaison between future conference hosts and the OSCLG officers and Executive Council. Reports of Coordinator activities shall be presented at the Annual Board and Business Meetings. The person holding this position will organize and maintain a conference handbook and should have planned at least one OSCLG conference.

ARTICLE VI: EXECUTIVE COMMITTEE (aka OSCLG Board)

Section 1. Governance. The governing body of OSCLG shall be the Executive Committee. The Committee shall be responsible for managing the resources and affairs of OSCLG.

Section 2. Composition. The Executive Committee shall be comprised of the officers, the appointed members, and the at-large members. The officers include the President, the Vice-President, the Past-President, the Managing Director/Chief Financial Officer, the Communication Coordinator, and the Conference Coordinator. The appointed members include the Editor of Women and Language and the Organizational Historian. Eight at-large members shall be elected to two-year terms (over the course of three annual meetings) by a vote of the organization's membership; two of the eight member positions will be reserved for students. The elected members of the committee shall be limited to serving two consecutive terms.

Section 3. Duties of Officers. The officers shall administer the policies of the Executive Committee and shall, between annual meetings of the Committee, serve as the chief administrative authority of OSCLG.

Section 4. Duties of Elected Members. The elected members shall make all policy decisions for the organization including selecting the conference site from a slate of self-nominations. The elected members shall authorize all non-elective appointments and may make interim appointments to fill vacancies in any elective office as specified in the bylaws. Each elected member shall chair an award committee during each year of their term. Student members shall co-chair the Outstanding Undergraduate Paper Award as well as facilitate interaction amongst OSCLG student members (e.g., including coordinating roommates for and planning a gathering at the annual conference.)

Section 5. Duties of Appointed Members. The duties of the *Women & Language* Editor, the Conference Director, the Conference Liaison, and the Organization Historian shall not include making policy decisions for the organization except those relevant to their specific role duties nor shall they chair an award committee.

Section 6. *Women & Language* Editor. The *Women & Language* Editor shall be appointed to a three-year renewable term by the Executive Committee. Their duties shall be to oversee the production of the publication and present an annual report to the Executive Committee and to the general membership at the Annual Business Meeting.

Section 7. The Organization Historian. The Organization Historian shall be appointed by the Oracles Council from among their membership to a three-year renewable term. They shall annually report the status of the organizational history holdings to the Executive Committee and shall serve as a liaison between OSCLG membership and the Archives. They shall also serve as a representative from the Oracles on the Executive Committee. They shall provide the Communication Coordinator with relevant historical documents for sharing (e.g., websites, digital repositories). The OSCLG Archives shall be housed at the Gannon Center for Women and Leadership at Loyola University, Chicago.

Section 8. Committee Meetings. There shall be regular meetings of the Executive Committee at such times and places as it may determine. The committee shall normally meet twice during the annual OSCLG conference. It shall meet at the call of the President or upon call of any three voting Executive Committee members. Notice of any meeting shall be given to each member personally or by email at least seven days in advance except in those cases in which the President or at least three members believe it necessary to call additional meetings during the annual conference. Although all meetings during the conference shall be open to the membership at large, the general membership attendees will not be voting members. The general membership shall vote on appropriate issues at the Annual Business Meeting. The Executive Committee may meet electronically throughout the year as needed.

Section 9. Quorum. A majority of the voting members of the Executive Committee shall constitute a quorum for all meetings of the committee. Committee meetings shall follow standard parliamentary rules of order with decisions made by majority vote unless otherwise specified in these bylaws.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1. Nominations to the Executive Committee. The Executive Committee shall gather a preliminary list of nominations prior to the Annual Business Meeting. It shall be ensured by the Executive Committee that each nominee has been contacted and agrees to serve if elected. The President shall issue a call for additional nominations from the general membership during the Annual Business Meeting and set a deadline for submission of candidate statements indicating their willingness to serve if elected.

Section 2. Elections. The slate of nominees shall be voted on by members in good standing (as delineated in III, Section 3 of these bylaws). The Communication Coordinator shall verify eligibility of all voters. The Communication Coordinator shall post the final slate of candidates and candidate statements to the website and inform the membership when electronic voting is open; this shall be for a two-week period. The newly elected Executive Committee members shall be apprised of their selection at least 90 days prior to the OSCLG conference during which their membership will begin.

Section 3. Balloting. A member in good standing shall be entitled to cast one ballot in any election or referendum. Ballots will be electronically submitted to the Communication Coordinator and remain confidential. Ballots must be received by the Communication Coordinator not later than the stated return date to be counted. The candidate receiving the most votes for a contested office shall be elected; the Executive Committee shall hold a run-off election within four weeks to resolve any ties.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees. There shall be nine standing committees to select the recipients of the annual awards. These committees will select recipients of the following awards: the Outstanding Undergraduate Paper/Creative Project, the Outstanding Conference Paper, the Bren Ortega Murphy Outstanding Creative Expression Award, the Anita Taylor Outstanding Published Article or Chapter in an anthology, the Outstanding Book Award, the Cheris Kramarae Outstanding Dissertation Award, the Outstanding Thesis Award, the Feminist Teacher/Mentor Award, and a Special Award.

Section 2. Appointment of Award Committee Chairpersons and Committee Members. Members of the Executive Committee shall serve as chairs of the award committees. Chairs will be appointed by the Executive Committee during the conference prior to the one in which the awards will be presented. The Chair of each of the nine awards will be responsible for selecting the members of the award committee they chair. Each committee must include at least three members with at least two OSCLG members. Remaining members of the award committees must be considered to be experts within the areas of communication, language and gender. In all cases, persons with conflicts of interest should recuse themselves from service on award committees. Examples of conflicts of interest include, but are not limited to: serving as an instructor, graduate committee member, or advisor for one or more nominees; having been the graduate advisee of a nominee; working at the same university as a nominee; being a regular coauthor with a nominee; having a personal or family relationship with a nominee; or any other conflict that a potential committee member regards as a conflict of interest.

Section 3. Special Committees. Special committees may be established and appointed by the President with the approval of the Executive Committee.

Section 4. Committee Reports. The Chairperson of each committee shall report its activities regularly to the Executive Committee and at the Annual Business Meeting. All committee activities shall be subject to approval by the Executive Committee.

Section 5. Oracle Council. The Oracle Council is a standing committee of honored OSCLG members who have made significant contributions to the organization. The purpose of the Council is to make the experiences of these members as leaders, scholars, and mentors available to the membership at large. To be eligible to be considered as a member of the Oracle Council, a person must have been a member of OSCLG for at least 15 years, be at least 50 years old, and have participated actively in various leadership roles in the organization The Nominating Committee for the Oracle Council consists of the current President, Vice President, Past President, and other members of the Oracle Council. New members of the Oracle Council will be welcomed with appropriate ceremonies into membership at one of the general meetings at the annual conference.

ARTICLE IX: AWARDS

Section 1. Nominations. OSCLG shall seek nominations for eight annual awards. The President, Managing Director/Chief Financial Officer, Communication Coordinator, and Award Committee Chairs shall be jointly responsible for advertising the awards in appropriate outlets

such as the OSCLG email list and others. Self-nominations shall be accepted only for the Outstanding Conference Paper, the Anita Taylor Outstanding Published Article or Chapter in an anthology, the Bren Ortega Murphy Outstanding Creative Expression Award, and the Outstanding Book Awards.

Section 2. Submission. The nomination for each award along with supporting materials shall be submitted to the chair of the specific award committee by June 1, either by mail or via electronic submission as specified in the call. All awards for written work (including all awards except for the Outstanding Book Award, Outstanding Undergraduate Paper or Creative Project Award, the Cheris Kramarae Outstanding Dissertation Award, the Teacher/Mentor Award and the Special Award) are for work completed during the calendar year prior to the annual conference during which the award will be announced.

Section 3. Criteria. The chair of each award committee shall establish appropriate criteria for use by committee members in rating and ranking each award nomination. The chair shall facilitate discussion among committee members in the event that ratings and rankings do not show consensus.

Section 4. Notification. The chairs of each committee shall notify the award recipient, their nominating committee chair (if applicable), and the award recipient's department chair. All other award nominees will be notified that a decision has been made. Copies of the award winner notifications shall be sent to the President, the Managing Director/Chief Financial Officer, the Communication Coordinator, and the Organization Historian.

Section 5. Presentation. The chairs of the award committees shall present the awards at the annual banquet/award ceremony at the annual conference. The Chair of each award committee shall notify the Managing Director/Chief Financial Officer, the President and the Conference Director about whether or not the recipients will attend the annual conference during which the awards will be presented prior to the annual conference.

Section 6. Award-Winning Panel. At the discretion of the conference planner(s), a panel may be convened where each of the different OSCLG award winners may be invited to talk about their work.

Section 7. Outstanding Undergraduate Paper or Creative Project. A standing committee chaired by the student representatives of the Executive Committee shall select one outstanding undergraduate paper or project concerned with communication, language and gender. Student papers and projects must be submitted by a faculty advisor. A certificate will be awarded for the best undergraduate paper or project. The annual conference fee shall be waived for the recipient.

Section 8. Outstanding Conference Paper. A standing committee shall select up to three outstanding conference papers concerned with communication, language and gender presented at a regional, national, or international conference. A certificate will be awarded for the selected paper(s). An electronic copy of the nominated paper must be submitted to the chair of this award committee by the nominating person.

Section 9. Bren Ortega Murphy Outstanding Creative Expression Award. A standing committee shall select one outstanding pieces of creative expression—such as artwork in any medium, multi-media project, collection of poetry, work of fiction, or other creative form—that embodies themes of communication, language, and gender. Nominated works must be those that have been shared with others in a formal outlet such as publication or display as part of a juried show. A certificate will be awarded for the selected article or chapter. Pieces of original artwork are not required as a submission.

Section 10. Anita Taylor Outstanding Published Article or Chapter in an Anthology. A standing committee shall select one published article or chapter in an anthology concerned with communication, language and gender. A certificate will be awarded for the selected article or chapter.

Section 11. Outstanding Book Award. A standing committee shall select one outstanding book or edited collection concerned with communication, language and gender. The book must have a copyright date from during the two calendar years prior to the annual OSCLG conference. A certificate will be awarded to the author(s) or editor(s) responsible for the selected book. A physical or electronic copy of the book must be mailed (or emailed) to each of the three committee members by the nominating person. Contact information for the author(s) must be included in the nomination.

Section 12. Cheris Kramarae Outstanding Dissertation Award. A standing committee shall select one outstanding dissertation concerned with communication, language and gender. The dissertation must be nominated by a faculty advisor. A certificate will be awarded for the selected dissertation or thesis. A 30-page condensed version of the dissertation (along with an electronic version of the entire dissertation) must be submitted to the chair of this award committee by the nominating person. A $250 grant to defray travel costs shall be awarded to the award winner and the conference fee shall be waived, providing the recipient attends the conference to receive the award and presents a summary of their work.

Section 13. Karla D. Scott Outstanding Thesis Award. A standing committee shall select one outstanding thesis concerned with communication, language and gender. The thesis must be nominated by a faculty advisor. A certificate will be awarded for the selected thesis. A 30-page condensed version of the thesis (along with an electronic version of the entire thesis) must be submitted to the chair of this award committee by the nominating person. A $250 grant to defray travel costs shall be awarded to the award winner and the annual conference fee shall be waived, providing the recipient attends the conference to receive the award and presents a summary of their work.

Section 14. Special Award. A special award may be made to anyone within or outside academe who has made significant contributions to the advancement of equality between the sexes. Of special interest are those persons who have aided the advancement of women. These contributions to the advancement of women in or outside of academe may be made through one or more of the following: scholarship, teaching, administration, mentoring, authorship, leadership service, or other activities that have positively influenced the lives of women. A plaque shall be awarded to the person recognized. Although the awardee may be chosen by the conference planner[s], the decision must be ratified by the officers by September 1.

Section 15. Feminist Teacher-Mentor Award. A standing committee may select one or two teachers or mentors who have inspired students and colleagues by modeling feminist ideals of caring, community, power-sharing, and commitment while also earning individual and collaborative records of achievement. Awards may be presented to senior faculty member or non-tenured faculty member (or a graduate student, adjunct faculty, or instructor). A plaque shall be awarded to the person recognized. An electronic packet of nomination materials must be submitted to the chair of this award committee by the nominating person. The nomination packet should include: (a) a letter of nomination (including a specification of whether the nominee is a senior or junior faculty member), (b) a copy of the nominee's current curriculum vita materials, (c) the nominee's teaching evaluations (with letters from students, colleagues, and others, along with student evaluations including numerical data, if available) and (d) any other supporting documentation.

Section 16. Patty Sotirin *Women & Language* Award. The editor of *Women & Language*, in a process determined by the editor, may select a peer-reviewed article or creative project published in *Women & Language* in the previous year or volume, to recognize with the Patty Sotirin *Women & Language* Award. The editor may consult with the editorial board in making a determination. At the editor's discretion, the editor may use journal funds to purchase a plaque and support the winning author or authors' attendance at the conference.

ARTICLE X: MEETINGS

Section 1. Annual OSCLG Conference. There shall be an Annual OSCLG Conference typically scheduled between October 1st and October 15th and facilitated by a Conference Coordinator as specified in these bylaws.

Section 2. Annual Business Meeting. There shall be an Annual Business meeting held each year at the OSCLG conference. The Annual Business Meeting shall be facilitated by the President. Chairs of all standing committees, the Managing Director/Chief Financial Officer, the Organizational Historian, the Communication Coordinator, the Conference Director, and the Editor of *Women & Language* shall offer annual reports and solicit feedback from the general membership. New business requiring membership discussion and/or vote shall be conducted at this meeting. Attendees shall be afforded a time during the meeting for announcements of matters of interest to the general membership including open positions, calls for conference and publication submissions, and conference or event announcements.

Section 3. Annual Banquet and Award Ceremony. There shall be an Annual Banquet including an Award Ceremony. The President shall facilitate the banquet. Chairs of the Award Committees shall present the awards to the recipients. A Keynote Speech and/or entertainment may be presented at a time deemed best by the conference planner[s].

ARTICLE XI: PUBLICATION

Section 1. Mission. *Women & Language* (*W&L*) is affiliated with OSCLG. The mission of *W&L* is to provide a feminist forum for those interested in communication, language and gender. *W&L* is an interdisciplinary journal which seeks to stimulate dialogue and inquiry centering on the questions of how gender is constructed and how the processes of difference,

dichotomy, and hierarchy are involved in such gender constructions. It aims to uncover the interconnections among sex, gender, race, class, and heterosexual hegemony, examining the role of symbolic communication, verbal and nonverbal, in those processes and connections, attending especially to the impacts of masculinist paradigms in communication.

Section 2. Content. *Women & Language* shall be published at least two times each year under the direction of the Editor, who has the discretion to publish issues comprised of peer-reviewed articles, book reviews, and other scholarly materials as well as "special" thematic issues of the journal.

Section 3. Subscription Costs. Subscription costs of *Women & Language* shall be set by the OSCLG Executive Committee at the advice of the Editor. A reduced rate subscription shall be available to members of OSCLG. Additional subscription rates shall be available to non-members of OSCLG, libraries, and international subscribers.

ARTICLE XII: FINANCES

Section 1. Fiscal year. The fiscal year of OSCLG shall be from November 1st to October 31st.

Section 2. Operating Budget. OSCLG shall maintain an annual operating budget which shall govern OSCLG activities.

Section 3. Expenditures. The income from annual dues, conference registration fees, and from other sources shall constitute a working fund, available for operations, the Special Needs Fund, and current expenses consistent with the purposes of OSCLG. The Managing Director/Chief Financial Officer, the *Women & Language* Editor, and the current President shall serve as signatories on the OSCLG account.

Section 4. Conference Expenditures. The Managing Director/Chief Financial Officer will handle all financial matters for the Annual OSCLG Conference. All invoices and registration checks shall be made out to OSCLG and directed to the Managing Director/Chief Financial Officer.

Section 5. Limited Financial Obligation. No financial obligation in excess of funds available in the treasury shall be assumed by the Executive Committee or any officer on behalf of OSCLG except that for the purpose of this section, estimated receipts from annual dues and other accounts receivable for the current year may be considered as available.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended by two-thirds vote of members responding to a posting of proposed amendments, either virtually (e.g. via the listserv) or at the annual business meeting, provided such amendment(s) has (have) been approved by the Executive Committee. Once endorsed by two-thirds vote, the amendment(s) shall take immediate effect and shall supersede all previous provisions. A copy of the full bylaws shall be posted on the website at all times.

Appendix A

Special Needs Fund

The OSCLG has established a special needs fund to support projects that will benefit and enrich the organization. Up to $1000 may be available each year to fund individuals/groups with special circumstances. Funds can be used to support travel, speakers, program/project development, and other projects related to communication, gender and language. Recipients must be members in good standing of OSCLG or sponsored by OSCLG members.

Applicants must make a proposal indicating: a) the purpose for which the funds are needed; b) the value of the project to OSCLG members; c) a proposed budget; and d) indication of any other source of funding for the proposal being pursued. If funded, applicants also must agree to submit a report to the Executive Committee and, when appropriate, to make a presentation at OSCLG regarding the project in the year following the award.

Applications for support will be accepted by the Managing Director/Chief Financial Officer at any time. A maximum of $1000 may be disbursed for any given academic year. Applications will be submitted to the Managing Director/Chief Financial Officer who will forward them to the President. The President shall poll the Officers or the Executive Committee to determine whether or not to fund a submitted proposal.

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