

Oklahoma Archivists Association Bylaws

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Approved \_\_\_\_\_,2017

Formed in 2017 the OAA is a professional organization created to support Oklahoma's archival community and those interested in archives.

### **Name**

The name of this organization will be the Oklahoma Archivists Association (OAA). Hereafter known as the "Association." This organization will include all of the state of Oklahoma and recognized tribal governments.

### **Objectives/Goals**

- Promote OAA services to attract and retain members and ensure member needs are met
- Provide professional resources to members, including best practices and standards for preservation of archival materials
- Promote and encourage historical research and preservation in Oklahoma through archives advocacy outreach
- Create and sustain a network of communication to support professional activities
- Provide educational opportunities for members

### **Mission Statement**

The Oklahoma Archivists Association seeks to promote networking and education for archives professionals, students and record keepers by providing access to professional resources and creating a system of communication and support among archives, libraries, museums and other record keeping entities across the state. The Association exists to support preservation and sharing of cultural heritage resources for educational and entertainment purposes in the state of Oklahoma.

### **Membership**

Membership is available to all who either participate in or support the objectives of the Association and pay the enrollment fee. Types of membership are:

Individual membership is open to those who are or have been engaged in the custody, study, teaching, or control of records, archives, or private papers, or who wish to support the objectives of the Association.

Individual members may:

- hold elected office
- hold an appointed position
- vote for officers and board members
- vote on all matters requiring a vote that come before the membership as a whole
- receive the benefits of the organizations' program and services

Student membership is open to individuals in degree-conferring programs and offers membership at a reduced rate. Student members are eligible for the same benefits as Individual Members.

Institutional Membership is open to any incorporated entities that wish to take part in and support the mission of the Association.

### **Officers and Government**

- The Officers of the Association shall be President, Vice President, Secretary, Treasurer, and Information Officer. Terms of office shall be two years, three years for the President (one- President Elect, two- President, three- Past President).
- The Executive Board shall consist of nine members: the current officers, the immediate past president, and four additional elected members-at-large. The four additional members-at-large shall serve two year staggered terms.
- The Executive Board is empowered to conduct, within the general policies approved by a simple majority of the voting membership, all business of the Association.
- If a vacancy shall occur on the Executive Board or in any of the offices, except that of President, it may be filled by a vote of the majority of the Executive Board, and the person designated shall hold the position for the remainder of the unexpired term.
- Absence from Executive Board meetings for more than two consecutive sessions may be cause for dismissal from the Board.
- The Executive Board is authorized to adopt such Bylaws as needed to regularize the administrative practices of the Association. An up-to-date copy of the Bylaws shall be available to any member upon request to the President or the Secretary.
- Elections will be held annually for the terms of Executive Board members and Officers.
- Nominations to run for office may be made by any member in good standing, including officers. The nominee must give consent to be eligible for election to office, either in writing or orally.
- Members in good standing are eligible to vote for officers and board positions.

### **Finances**

Dues shall be established by a majority of members as proposed by the Executive Board. Dues will be collected annually; membership will lapse when dues have not been paid more than one year after enrollment. Membership dues are based on a calendar year (January 1 – December 31). Dues may be changed by a majority of those members present and voting at a business meeting of the organization.

### **Meetings**

The Association shall hold an annual membership meeting at a time and place to be determined by the Executive Board. If additional meetings are elected by the officers, at least one of them shall be for the purposes of discussing technical aspects and exchanging information.

The Executive Board shall meet in executive session at least twice a year and at such other intervals as it deems necessary.

### **Records**

The executive board shall designate a permanent depository for the archives and records of the Association. All current records shall be transferred to the respective incoming officers; records shall be maintained as current for two terms of office. All records shall be maintained in the permanent depository, after appraisal, for preservation.

### **Dissolution**

In the event of the dissolution of the Association, its assets and records shall be turned over to the Secretary of the Oklahoma Archivists Association, if at that time it is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code, and if not, to any other association exempt under Section 501 (c) (3).

## **Duties of the Officers**

### **President**

The President shall preside over meetings and shall direct the Association's activities. The President may appoint Committee Chairs and Liaisons; is responsible for all communications and submissions to the Board, either directly, or through delegation, after conferring with officers and members, as needed, for appropriate action.

### **Vice President/President-elect**

The Vice President shall be chair of the membership committee and serve on the nominating committee. The President-elect shall have no specific duties, but rather will be assigned tasks by the President or serve in the capacity of the President if needed.

### **Treasurer**

The Treasurer will maintain all funds collected and expended by the Association. Dues will be collected by the Treasurer and a membership directory will be maintained with the Secretary. Expenditures will be overseen by the Treasurer at the direction of the Executive Board. In the case of vacancy in the office of the Treasurer, the President shall appoint a member to take over the duties until the next yearly election.

### **Secretary**

The Secretary shall record the proceedings of Executive Board meetings, and perform such other duties as may be assigned by the President. Minutes of the meeting will be provided to the Executive Board. In the case of vacancy in the office of the Secretary, the President shall appoint a member to take over the duties until the next yearly election.

### **Information Officer**

The Information Officer is responsible for maintaining the Association web site and electronic communication with membership. Duties include posting information to the web site and updating announcements to keep the site current.

## **Standing Committees**

- **Nominating Committee:** Receives nominations for the elected offices; prepares a slate of nominees and distributes a ballot to all membership. The committee shall be made up of the President, the Vice President and one at-large member appointed by the President.
- **Membership Committee:** Distributes membership information and coordinates membership drives. The Vice President shall chair the committee and name its members as needed.
- **Budget and Finance Committee:** Prepares an annual budget to be approved by the Board and arrange an annual audit of the financial records. The Treasurer shall chair the committee and name its members as needed.

## **New or Ad Hoc Committees**

The President may appoint or dissolve committees on an ad hoc basis as needed. Each committee shall be composed of a chair and at least 3 members. Committees will have a written charge and a specified period of service. Committees shall report on their activities at bi-annual meetings with major actions being approved by the Board.

## **Organizational Structure**

The Executive Board is the organization's governing body. It is responsible for ensuring the Association's financial stability and growth, developing and implementing the Association's strategic priorities, providing overall leadership and direction, and by building and coordinating relationships with individuals and groups outside of the Association. A handbook of procedures will guide the Officers, Board, and Committees in their duties. The handbook will serve as a living document and will be edited as needed.

### **CERTIFICATE OF SECRETARY**

I certify that I am the acting secretary of the Oklahoma Archivists Association and these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the board of directors held on June 2, 2017.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary of the Corporation