

Oklahoma Archivists Association Meeting Minutes Dec 8, 2017

10:00 a.m. Oklahoma Department of Libraries
200 NE 18th St. Oklahoma City, OK 73105

Inaugural Meeting of the Oklahoma Archivists Association

Members Present:

Sarah Milligan (virtually), President; Lisa Henry, Vice-President; David Peters, Treasurer; JJ Compton, Secretary; Bailey Hoffner, Information Officer; Members-at-Large: Nicole Willard, Jennifer Day (unable to attend Deborah Hull & Sarah Coates)

Sarah called the meeting to order at 10:08am

I. Welcome & Introduction (Sarah Milligan via Google Hangouts)

JJ took attendance. Sarah moved from Google Hangouts to phone only due to slow internet.

II. Report on OK Archives Bazaar (Jennifer Day, Committee Chair)

Sent out an after action email to everyone. We had 21 different archives represented, which is fantastic and amazing. We had 67 guests during the day, most from 11am-1pm. The student volunteers tallied by the hour. Thoughts for next year, shorten the time and do direct sponsorship, do event every other year to avoid burnout. Could possibly do in place of big annual meeting. Austin does every other and it's working for them. She has the file in the folder so we can go in and write down thoughts/experiences/etc. We did get 14 people who signed on for more information for OAA, but Jennifer hasn't contacted them yet because she's been working on the website, possibly ACTION ITEM: Jennifer will pass on to the Information Officer.

Sarah & Bailey suggested alternating locations, specifically Tulsa.

Bailey said possibly before open to the public, have an hour for just archivist only section. Lisa had drafted a thank you note to the sponsors, ACTION ITEM: Lisa will make changes and will mail out thank you letter for board approval and then distribute to sponsors. Use the weekend to suggest changes. We'll sign now and she'll do the rest

SSA needs a blurb so if we could get something together for them. Also Jennifer asked for photos. We can drop them in the Google drive. If you can't get them in the drive send them to Bailey. ACTION ITEM: Bailey will write blurb on the Archives Bazaar for SSA publication. Nick can chose which photos to use for SSA; deadline is Jan 10.

Channel 9 did interview Sarah and something ran.

III. Treasurer's Report (David Peters): (see Appendix A)

3 page handout, including membership listing. Most are paying by paypal. There was a refund because someone registered an institutional member on a personal account. 2nd page lists finances specially related to Ok. Archives Bazaar; initial thought is to keep

all the flash drives instead of allowing OU IT to buy them back. Sarah did mention since every other year, we should probably try selling back. Bailey concurred. ACTION ITEM: Jennifer will follow up on getting refund back from David Corbley (currently Jan is housing for us)

Last page has a correction, bancfirst \$8.53 since the \$0.21 was separated out. This will balance out. Total Balance is \$1,342.30 for December. David was praised for his excellent work as Treasurer.

We'll need to arrange categories for the budget to plug in amounts.

IV. Information Officer Report (Bailey Hoffner)

None at this point. Mostly wanted to just make sure she's doing the responsibilities of her role, these will be clarified later.

Jennifer asked if anyone wanted to be made admin on the facebook page and if you are interested to contact her. This needs to be coordinated through Bailey, especially on scheduling posts and coordinating things online. We should limit the access to the page to the board members only, not general membership. Lisa suggested a social media coordinator instead of posting direct. Having a couple of eyes on something before going public is not a bad idea. If board members want to post something, use Bailey to vet and schedule it in order to maintain consistency. ACTION ITEM: Bailey was asked to draft a brief social media policy, google form submission, link them together and have it for the next meeting.

V. Secretary Report (JJ Compton)

Catch up on action items made during OAA planning--we had a unanimous vote via email to allow for David Peters to release funds from OAA to support Bazaar.

We'll need to chose to approve minutes via email or in person.

These will be kept in Google docs and board members will be asked to review and comment on them; once approved they will be placed on the website.

VI. Review and discussion of Bylaws, tentative goals for mission (Sarah Milligan)

Articles: (see Appendix B)

https://okarchivists.com/wp-content/uploads/2017/08/OAA_Articles.pdf

Bylaws: (see Appendix C)

<https://okarchivists.com/wp-content/uploads/2017/08/Bylaws.pdf>

Not going to go through everything but we do have some things that need action now. Based on them, we have to have at least one annual meeting. Archives Bazaar was an event this year, but for the future we could combine. We do need to still have an official membership gathering this year. It would be nice to combine business and something, i.e. professional development or whatnot.

We need to schedule our second meeting for the year.

Under finances, we made them due calendar year. Members that just joined, joined in August. Are we going to let those members roll into Jan 2019? Nicole said at UCO their FOL had the same question and we just let them roll. Jennifer said it was fair to let it roll

as well. The next January everyone will come on the same cycle; this will also ease renewal and make less cumbersome. This will be a one time thing and there will be not staggering from here on. So if anyone joins in 2018, anytime, then their roll over is January 2019. Only major concern is to make it VERY clear up front. We don't want to discourage people but want the policy to be known. David suggested grandfathering everyone in 2017 to expire Dec 31 2018. David made a motion, Jennifer seconded. Unanimous vote. Motion carried.

Nicole suggested big membership drive in January. Due in January, but some people pay in June. Not really a big issue unless we have some kind of event where you have to show you're an active member. Lets not get too bogged down with this right now and discuss as needed later.

There is a general acknowledge to follow the bylaw on membership after the grandfathering year is concluded. This will be revisited later. ACTION ITEM: Jennifer will share examples of wording from SSA's membership form regarding calendar year membership renewal for use on OAA's website

Also the 3 standing committees we need to figure out. Everyone has to appoint people, but would like a discussion before appointing. This will be yearly appointments since the committees will be renewed annually.

Nominating Committee--Sarah, Lisa, and any member. If you have suggestions, drop Sarah an email. ACTION ITEM: Finish filling committee

Membership Committee--ACTION ITEM: Lisa needs to put together
For this committee, treasurer or secretary needs to a part of the committee in someway because they're responsible for the membership. We can make an amendment to the bylaw. David suggested since Budget already chaired, the secretary can be present. Lisa makes a motion to amend the language of this committee to include the secretary.

Existing:

Membership Committee: Distributes membership information and coordinates membership drives. The Vice President shall chair the committee and name its members as needed.

Amended:

Membership Committee: Distributes membership information and coordinates membership drives. The Committee shall be made up of the Vice President, the Secretary and one at-large member. The Vice President shall chair the committee and name its members as needed.

David seconded. Unanimous vote, motion passed.

Budget and Finance Committee--ACTION ITEM: David needs to put together
Do we need a formal or informal timeline? Is it better in the future to have the annual approval at fall for new year in Jan, or second year? David suggested fall meeting in prep for fiscal year. This year we'll have an audit at the end of the year, and talking points at spring meeting, but annual one will be presented in the fall. David didn't think doing it twice would be too bad since first year will be fairly simple. Treasurer should keep board

informed throughout the year so there are no surprises. After discussion, it was decided to do reporting on calendar year and follow tax cycle.

For these last 2, Sarah suggests chair and least 2 other people. JJ agreed 3 minimum per committee sounds good. Sarah would like them appointed by the end of January so those committees can set up their work, calendar and charges for the year.

For this year the membership committee, Bailey volunteered because of the social media connection. The membership at this point will be Bailey, JJ and Lisa (chair). Open to getting others as needed.

Nicole volunteered to sit on the Budget and Finance Committee for this first year. At least one more person will be needed

We can open up committee service to larger membership to fill.

ACTION ITEM: Appointments to standing committees are to be made by January 31, 2018

VII. Discussion of Officer Roles (Sarah Milligan)

These are listed in the bylaws. Opened up for clarification.

President--all good

VP--discussion of "no specific duties" but left this wording as is.

Treasurer--did not list chairing the Budget and Finance committee.

JJ make a motion to add this language to the duties of Treasurer in the Bylaws

Existing:

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.

Amended:

The Treasurer will maintain all funds collected and expended by the Association and shall be chair of the Budget and Finance Committee. 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.

Lisa seconded. Unanimous vote, motion passed.

Secretary--Jennifer made a motion to amend the Bylaws: Duties of the Officers- Secretary- to include wording "serve as a member on the membership committee"

Existing:

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 for approval. 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.

Amended:

The Secretary shall record the proceedings of Executive Board meetings, serve as a member of the Membership Committee, 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.

David seconded. Unanimous vote, motion passed.

“For approval” added after executive board in secretary duties. Nicole made a motion to include it.

Existing:

The Secretary shall record the proceedings of Executive Board meetings, serve as a member of the Membership Committee, 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.

Amended:

The Secretary shall record the proceedings of Executive Board meetings, serve as a member of the Membership Committee, and perform such other duties as may be assigned by the President. Minutes of the meeting will be provided to the Executive Board for approval. 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.

Lisa seconded. Unanimous vote, motion passed.

Information Officer--electronic communication includes social media but not spelled out. Implicit. Everyone ok with that because keeping bylaws at this point. We can have a procedural document that is more specific and doesn't need amending.

Look at objectives, goals and mission in bylaws. After break, make sure we're all on the same page. Rest of conversation today will be pointing back to these three ideals.

Break at 11:26am for 10 minutes

Meeting started again 11:34am

VIII. New Business

Objectives, goals, mission everyone had read. Sarah led a more in-depth discussion of these--communication, advocacy and support through educational opportunities are the biggies. For example, Bazaar met the advocacy and educational, as well as communication among members at the event. Difference between membership driven and membership supported education. We need to have a meeting around these type of things. For this year we'll need one big event. Are there other things we need to think about that hits these markers? JJ mentioned passive way of email advocacy alerts. Sarah

mentioned more active ones. Jennifer would like to initiate networking activities outside of work. She would like to propose a social event once the holidays are over. Only problem is it would really hit people in the Oklahoma City area. If it's a mingling event, we could do pay your own way. We could have a network that ties in different spaces simultaneously, through a public library system and video conference? We want meaningful interactions that provide these type of networking opportunities. Stabilization or consulting might be other areas of interest. Use as a case study, skills development, etc for other members. Lisa, Jennifer and Rachel Hawkins went to Drumright and enjoyed it as well. Initially we won't be able to do overnight events, but possibly as a future endeavor. This is something that could really bring the membership together as well. Another meet & greet are repository tours. People are willing to drive to a location and provide their own meal, but hotel expenses are not this point. How about "Archives in Action" yearly experience. Bailey said to think about this as potential learner spots, like students. We would certainly advertise in the way. Could be relatively inexpensive. Jennifer would volunteer to write up a program proposal, as an example of what to accomplish these goals, objectives, missions.

To sum up, one big pull event where we bring in people for education/networking/CE through either a meeting or bazaar. Then we'll have one push event where we go out into the larger community to make the general public aware and serve professionals beyond the metro. The advocacy will be ongoing throughout the year.

Our policy documents for our offices, need to meeting the goals/objectives/mission. Be sure to include when you write them. Even if we are just an information pass through, this will be meeting the advocacy, ie after tornado damaged or flood damaged areas.

Communications among members with varying degrees of education, options on the website though membership directory and protected forums. Also might have a member spotlight and/or organization spotlight publicly on web.

Discussion of Officer Roles (procedurally)

Secretary--open comment 2 weeks to executive committee, post on web after virtual approval no later than a month after the meeting.

Treasurer--annual audit. Challenge is finding someone to do an audit for our size. Third party makes more sense. We can provide budget information as requested to members. At membership meeting can provide in print. David will try to arrange through dec 31 this year at a reduced rate. Do email approval for funds if needed.

President--good

VP--good

Members-at-large--nothing outlined in bylaws. Show up, participate and support. Can serve on ad-hoc committees, closer interaction with officers, reach out to other members.

Information Officer--3 main duties: emailing, taking care of website, coordinating and updating social media. These will be outlined in the procedural document through goals Bailey will set for herself. Clarification, not sure how to email membership. This is done directly through the website. There is also a google list, formerly known as COAL, and the website/sheet that has membership. Google group will go away since we've officially developed website. The transition needs to be discussed on how to let the google group know it will be deactivated. Things don't bounce because Jennifer removes them from

the list. Want our paid members to know they are getting a benefit. Idea is the new list of paid members will replace google group. Jennifer will walk through website with Bailey.

Logistically, let's create a general outline of procedures and place in the drive and be responsible for updating as needed. ACTION ITEM: JJ will create file naming policy and file structure for Board use of shared Google Drive and the dates things need to be submitted.

Records and Files (mentioned in the bylaws)

We're working in a Google drive that's locked down but easy access

Records Retention to deposit--we need to pick a depository by our appointment deadline.

Needs to be a memorandum of understanding, a gift agreement where running donation. Retention schedule will allow records to go when life cycle is finished. Share OK is an option if we're all electronic. Lisa suggested a truly public entity, like OHS or ODL. No terrible to have MOU in addition to gift agreement. We can think about options, explore resources and moving forward on choosing repository virtually or at next meeting.

Jennifer distributed SSA schedule. We'll need a procedural document. Jennifer would like to volunteer. JJ moved Jennifer draft, Nicole seconded, all in favor. ACTION ITEM: Jennifer will begin the drafting process.

We need to have a common place to access and place files. We're going to stick with Google Drive. Jennifer will share with everyone the drive. Everything we create as officers will follow a naming convention. We need to create a file structure. We'll edit the current things on the drive to follow naming conventions.

Goals for 2018

Archive in Action Event to be determined, work with ODL

Archives Bazaar: Nicole suggested every other year, Bailey suggested filling in with annual membership meeting this year. Everyone in agreement.

Annual Meeting: 1 day event, some presentations, business meeting, lunch. Let's try to have it in a different area of the state every other year. We need to get a location and speaker pretty soon. A small meeting fee on top of membership pretty reasonable to help cover cost. Bailey will petition membership for committee in January to begin work. Someone on the executive board will chair it. ACTION ITEM: Sarah will pull that committee together.

Executive Officer Meeting dates Tentative Date April 20, 2018. Executive Board will be what's most convenient to everyone. We can ask Jan what's convenient. Addendum: Jan Davis has sent a reservation for the same room for April 20, 2018

Membership building--see references to above. Committee has been identified and will proceed with planning

NHPRC happenings (Jan Davis)--Held up and unable to present.

IX. Old Business

OAA Drumright visit report by Lisa: Group went down organized by Jan Davis. There was some grant money that was provided to the institution. The people who stayed overnight, their hotels were paid for. They had tasks: humidified and flattened large

photos in preparation for digitization; scrapbooks and other images digitized, photos of institution were put on a hard drive. Photos taken of a salt and pepper collection. Kitty helped photo and describe things. Also things like step repair and shelf building happened. This was all in preparation to organize their collection which had never been done. This was done in conjunction with the Oil Patch Days. Friday-Saturday 6-7 October. Jan coordinated with Drumright Historical Society. One paid curator, everything else is volunteer.

Addendum to Report: added by Jennifer Day, 12/11/2017:

OAA members in attendance of Drumright event; Jan Davis, Lisa Henry, Mallory Covington, Kitty Pittman, David Corbly, Rachel Hawkins, Jennifer Day. Work also included the processing of 25 cubic feet of public school records grades K- 12 dating approx. 1910-1975 showing class rosters with parents names, addresses, and occupations. The Drumright Historical Society applied for a Preservation Assistance Grant from the OHRAB who is funded by the NHPRC. This grant was the source of funding that reimbursed OAA members for their hotel cost and paid for the archival supplies.

Lisa suggested collaboration with OMA. We need to have a good working relationship. It may be work with them to identify action places. Brenda Granger is interested in directing archival questions from their members to us. Continued communication is good. A few years out a joint annual meeting or we host a workshop too. Similar avenue with OLA might be on the horizon as well.

Discussion of future student scholarships opportunities. Tabled until a later meeting.

X. Adjourned--David moved at 1:06pm; Bailey seconded. Unanimous. Meeting adjourned.

**APPENDIX A
 Treasurer's Report**

Financial Report	8-Dec-17	Income	Debits
BancFirst Checks			\$8.53
Bazaar Donations		\$1,300.00	
Bazaar Expenses			\$987.82
Membership Funds		\$1,165.00	
Paypal Fees/Debits			\$126.35
Totals		\$2,465.00	\$1,122.70
Balance		\$1,342.30	

Account Balances

Paypal Balance	\$188.65	12/7/2017
BancFirst Account	\$1,121.14	11/30/2017
Deposit Outstanding	\$100.00	
Check Outstanding		\$67.49
BancFirst Balance	\$1,153.65	
Total Balance	\$1,342.30	

OAA Bazaar Report

28 October 2017

Donations
 \$500.00 SSA
 \$500.00 OU - A&S, WestHis, Bizzell
 \$200.00 UCO Chambers Library
 \$100.00 OSU Library

Total Donations \$1,300.00

Expenditures

#1001 \$250.00 OU IT (Flash Drives)
 #1002 \$35.83 Jennifer Day (Gift Card/Tickets)
 #1003 \$67.49 Nicole Willard (Treats)
 #1004 \$260.00 Table Cloths (Cynthia Yu/Aunt Pittypat's Catering/OHS)
 #1005 \$374.50 University Printing Services

Total Expenses \$987.82

Bazaar Balance \$312.18

APPENDIX B

Articles of OKLAHOMA ARCHIVISTS ASSOCIATION (An Oklahoma Not for Profit Corporation)

Article One

Name and Location

Section 1. The name of the organization shall be OKLAHOMA ARCHIVISTS ASSOCIATION.

Section 2. All meetings may be held at such places within the State of Oklahoma, as may be determined by the officers.

Article Two

Purposes and Structure

Section 1. Purposes. This corporation is organized exclusively for charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the corporation include engaging in any lawful act or activity to provide education and support for the preservation and sharing of cultural heritage resources for educational and entertainment purposes in the State of Oklahoma including, but not limited to, providing or making available educational events and programs, and, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and Nonpartisan.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The corporation is organized pursuant to the Oklahoma General Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be hereafter amended.

Article Three

Membership

Section 1. Membership. Membership in this organization is open to any person who will uphold the policies of this organization and agree to its Bylaws.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3. Dues. Annual dues shall be assessed in such amounts as determined by a 2/3 majority of the members. Dues shall be payable at the beginning of each calendar year, new members are accepted at any time of the year.

Article Four

Executive Board

Section 1. Qualification. Any member in good standing is eligible to serve on the Executive Board.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Board member shall receive compensation for any service rendered to

the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected annually as terms dictate and will take office immediately. The nominating committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by simple majority of the membership. Vacancies of offices of unexpired terms shall be filled by appointment by the President as approved by the remaining officers. The officers and their respective duties are as follows:

a. The President shall:

- Preside at all meetings of the organization;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise

b. The Vice President shall:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president

c. The Secretary shall:

- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the corporation in a prescribed format;

- Maintain records of attendance of each board member;
- d. The Treasurer shall:
 - Present a current financial report to the Board quarterly;
 - Maintain an accurate and detailed account of all monies received and disbursed;
 - Reconcile all bank statements as received and resolve any discrepancies with the bank Immediately;
 - File annual IRS form 990 and OTC form 512-E in a timely manner;
- e. The Information Officer shall:
 - Maintain the website and electronic communication with members
 - Post news and announcements and update website as needed

Section 5. Term. Each elected officer shall serve a term of two (2) years until a successor has been duly elected or appointed.

Section 6. Meetings. The Executive Board shall provide the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board.

Section 7. Quorum. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 8. Proxy. No voting by proxy will be allowed.

Article Five

General Provisions

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.

Section 3. Annual Statement. The officers shall present at each annual meeting a full and clear statement of the condition of the organization.

Section 5. Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue code and its Regulations as they now exist.

Article Six

Standing Committees

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers. The committee shall be made up of the President, the Vice President and one at-large person appointed by the President.

Section 2. Membership Committee. Distribute membership information and coordinate membership drives. The Vice President shall chair the committee and name its members as needed.

Section 3. Budget and Finance Committee.

Prepare 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.

Article Seven

Amendments

Section 1. Amendments to Bylaws. Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Executive Board, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all members of the organization for comment.

Section 2. Amendments to the Articles of Incorporation. The Board may set forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Board at the next Board meeting shall become effective immediately

APPENDIX C
Bylaws [Unapproved]

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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