

Oklahoma Archivists Association

Bylaws

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Approved: June 2, 2017

Amended: December 11, 2023

The Oklahoma Archivists Association (OAA) was formed in 2017. Hereinafter known as the “Association”, it is a professional organization created to support Oklahoma’s archival community and those interested in archives. The Association spans the geographical borders of the state of Oklahoma and includes recognized tribal governments.

Objectives and Goals

- Promote OAA services to attract and retain members and ensure members’ 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 [Donation-based model]

Membership is available to all who either participate in or support the objectives of the Association.

On December 1, 2023, the Association started to operate under a new model, a no-dues, donation model for membership.

The Association will continue offering events, such as workshops, where the cost of the workshop will be defrayed by donations. Assessed fees for programming will typically be in the \$0-\$35 range.

The Association will retain the current registration model for its annual events (Archives Bazaar/OAA Meeting in alternating years).

The Archives Bazaar event is free and open to the public, while the OAA Meeting may have a small registration fee to cover programming costs.

Individuals and/or organizations/institutions can donate as they have since the Association's inception in 2017.

People who donate will be prompted to sign up and choose if they want to receive newsletters, professional development opportunities, and information about the Annual Meeting and biennial Bazaar.

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, except for the President, whereby there shall be three years (first year as President Elect, second as President, and third as Past President).
- The Executive Board shall consist of nine members:
 - Current officers,
 - Immediate past president,
 - Four additional elected members-at-large who 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.
- Elections will be held annually for the terms of Executive Board members and Officers. Nominations (including self-nominations) to run for office may be made by any member (including officers) 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.
- Absence from Executive Board meetings for more than two consecutive sessions may be cause for dismissal from the Board.
- In the event, the President should resign or be removed from their post, the Vice President/President Elect will serve as president for the rest of the President's term, before continuing as president the following year.
- If a vacancy shall occur on the Executive Board or in any of the offices from resignation or removal (including excessive absences), 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.
- 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.

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. The current repository is a dedicated share folder in Google Drive.

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).

Officers' Duties

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; they will be assigned tasks by the President or serve in the capacity of the President if needed. In the case of vacancy, please refer to section: [Officers and Government](#)

Treasurer

The Treasurer will maintain all funds collected and expended by the Association. 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 website and electronic communication with membership. Duties include posting information to the website and updating announcements to keep the site current. In the case of vacancy in the office of the Information Officer, the President shall appoint a member to take over the duties until the next yearly election.

Standing Committees

Note: The composition of these committees may vary from one year to another.

Membership Committee:

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

Finance Committee: Prepares an annual budget to be approved by the Board and arranges an annual audit of the financial records. The Treasurer shall chair the committee and name its members as needed.

Education Committee:

Plans and produces educational content for OAA members including webinars, workshops, and other presentations. The committee shall be made up of the President and at least two members as needed, and the chair will be selected from within the committee.

Ad Hoc Working Group

The President may appoint or dissolve working groups on an ad-hoc basis as needed. Each working group shall be composed of a chair and at least 2 members. If formed, a charge and a specified period of service will be established. Any working group 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 building and coordinating relationships with individuals and groups outside of the Association.

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 amended via email communication on December 8 2023.

Date: _____ December 11 2023 _____

Oklahoma Archivists Association Executive Board