

OKLAHOMA TECHNOLOGY ASSOCIATION CONSTITUTION

ARTICLE I. NAME

The name of the association shall be the Oklahoma Technology Association. The association will officially be doing business as (dba) OTA. Professional subdivisions of the Oklahoma Technology Association are the Oklahoma Curriculum Improvement Commission (OCIC) and the Oklahoma Digital Learning Alliance (ODLA).

ARTICLE II. PURPOSE

The purpose of the Oklahoma Technology Association (OTA) and their professional subdivisions OCIC and ODLA is stated in the OTA Mission Statement: Oklahoma Technology Association (OTA) and their professional subdivisions OCIC and ODLA provide leadership, legislative voice, professional development and support for the integration of technology into teaching and learning in Oklahoma.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Oklahoma Technology Association and their professional subdivisions OCIC and ODLA shall consist of three classes; individual, institutional, and associate institutional.

Section 2.

- (a) Individual members shall be educational institution employees or those that provide support for the integration of technology into teaching and learning in Oklahoma. This applies to those not represented by an institutional membership. The individual member is considered a voting member.
- (b) Institutional members can have multiple representatives but only one vote per institution. Examples of institutional members would be public schools, private schools, institutions of higher education, military, Health care, Department of Human Services (DHS), Department of Corrections (DOC), and the like.
- (c) Associate institutional members shall be companies interested in furthering the purpose of the organization. These members will be a non-voting members.

ARTICLE IV. OFFICERS

The officers of the Oklahoma Technology Association and their professional subdivisions OCIC and ODLA shall be President, President-elect, Vice-President, Secretary, and Treasurer, elected by the EXECUTIVE BOARD at the Board meeting two months before the annual meeting. Active past presidents shall serve as honorary officers of the association with full voting rights.

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of twenty-six members, five Oklahoma Technology Association members from each quadrant (the boundary lines for the regional quadrants are I - 35 and I - 40), three at-large Oklahoma Curriculum Improvement members (OCIC), and three at-large Oklahoma Distance Learning Association members (ODLA). The five OTA members of each regional quadrant, and the three OCIC and ODLA members shall be elected for three-year terms. OTA, OCIC, and ODLA will strive to keep a balance between board members from small and large districts. The executive board shall also include the elected officers, and past presidents, who are at-large voting members of the board.

August 2018

Nonvoting members of the executive board shall include Honorary Representatives (see Article XI), and Affiliate Liaisons (see Article XI). As honored participants of our executive board these individual representatives will not be required to pay dues. The administration of the affairs of the Oklahoma Technology Association shall be vested in and exercised by the executive board. The president shall be the chairman of the executive board; nine voting members present constitute a quorum for regular executive board meetings. When a quorum is not established necessary business of the organization will be completed via e-mail voting. A vote determination will be established when votes have been received within a stated time set by the president provided a quorum has been met.

Section 2. The Executive Board shall fill vacancies in office. A vacancy in the office of the president shall be assumed by the president-elect. If less than half of the term remains, the new president shall then serve his or her elected term as President. If more than half of the term remains, the new president shall not subsequently be expected to serve the term for which he or she was elected, and the vacancy in the position of president-elect shall be filled by vote of the membership of the executive board.

Section 3. The executive board shall approve the annual budget and expenditure of funds in accordance with the provisions set forth in the Bylaws.

Section 4. A petition signed by ten percent of the individual members in good standing of the Oklahoma Technology Association shall constitute an initiative petition to propose activities, functions, or services of OTA. Such petition shall be considered by the executive board within 60 days of receipt. A full report shall be made to the membership at the next meeting.

Section 5. The OTA membership, by a vote at a meeting, may refer any matter to the executive board with recommendations and may require the executive board to report on such matters at any session of OTA. Any question of policy may, by a majority vote of the executive board, be submitted to the OTA membership to be voted upon whether at a membership meeting or by mail or email as the executive board may determine. Any action of the executive board or action of the membership at an annual business meeting may be set aside by a three-fourths vote within 30 days or by a majority vote by mail or email in which one-fourth of the members of OTA have voted. Such vote by mail or email shall be held upon petition of ten percent of the members of OTA.

ARTICLE VI. COMMITTEES AND DIVISIONS

Committees and divisions of OTA may be organized and supported as provided in the Bylaws.

ARTICLE VII. MEETINGS OF THE GENERAL MEMBERSHIP

Section 1. The president and executive board shall arrange for a general annual meeting of Oklahoma Technology Association and for such special meetings as they may consider advisable. The annual meeting shall serve as the culmination of the specific plans, programs, and objectives for the year. Notice of all meetings shall be sent to each member of OTA at least 30 days prior to the beginning date of any meeting.

August 2018

Section 2. The voting members attending an annual meeting of OTA and casting a ballot shall constitute a quorum for conducting business.

Section 3. Votes of OTA by mail or e-mail may be authorized by the executive board between annual meetings. Those voting will constitute a quorum. A vote determination will be established when votes have been received within a stated time set by the president No vote shall be counted unless received within the stated time set.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern OTA in all cases to which they are applicable and in which they are not inconsistent with the Constitution or the Bylaws of OTA, or any special rules of order that OTA may adopt.

ARTICLE IX. BYLAWS

Bylaws may be amended or adopted at any annual meeting of OTA if three-fourths of the voting members present vote in favor of such changes or by a vote by mail or e-mail of a majority of the voting members of OTA in which one-fourth of the members have voted. The executive board shall specify whether a vote shall be taken at a membership meeting of OTA or by mail, or email, and if a mail or email vote is ordered the executive board shall fix the time for the beginning and closing of the balloting. Proposed amendments or new Bylaws shall be presented for a vote either upon recommendation of the executive board or upon receipt of a petition signed by ten percent of the members of OTA and filed in writing with the executive secretary at least 60 days prior to the beginning of said annual meeting. The executive secretary shall send copies of all proposed amendments or new Bylaws to each of the members of the executive board and to the members of the resolutions committee within ten days of receipt. The executive secretary shall notify each voting member of OTA of any such proposed amendments or new Bylaws and the date established for a vote by mail or email at least 30 days prior to the beginning date of the annual meeting or the date established for a vote by mail or email.

ARTICLE X. AMENDMENTS

Section 1. The Constitution may be amended at any annual business meeting of OTA if three fourths of the voting members present vote in favor of such changes or by a vote by mail or e-mail of a majority of the voting members of OTA in which one-fourth of the voting members have voted. The executive board shall specify whether a vote shall be taken at a membership meeting of OTA or by mail or email, and if a mail or email vote is ordered the executive board shall fix the time for the beginning and closing of the balloting. Proposed amendments shall be presented for a vote either upon recommendation of the executive board or upon receipt of a petition signed by ten percent of the members of OTA and filed in writing with the executive secretary at least 60 days prior to the beginning date of said annual meeting. The executive secretary shall notify the members of OTA of any such proposed amendments at least 30 days prior to the beginning date of the annual meeting or the date established for a vote by mail or email.

Section 2. Within four months following the adoption of each amendment to the Constitution or Bylaws, the Executive Secretary shall provide each voting member a copy of the amended Constitution. It shall also be placed on the official OTA web site.

August 2018

ARTICLE XI. AFFILIATED ORGANIZATIONS

The OTA may affiliate with other organizations whose goals are in accordance with the purpose of OTA.

Honorary Representatives

- Oklahoma State Department of Education
- Oklahoma State Department of Career & Technology Education
- Oklahoma Higher Education
- University of Oklahoma K-20 Center

Affiliate Organizations

- CCOSA (Cooperative Council of School Administrators)
- ISTE (International Society for Technology in Education)
- OAGCT (Oklahoma Association of Gifted, Creative & Talented)
- OKSL (Oklahoma School Librarians)
- OLA (Oklahoma Library Association)
- OSCA (Oklahoma School Counselor Association)
- OSSBA (Oklahoma State School Board Association)
- SETDA (State Educational Technology Directors Association)

ARTICLE XII. FORMER CONSTITUTION VOIDED

This document when approved supersedes any previous Constitution and all provisions and amendments thereof.

ADOPTED March 23, 2005

Adopted October 2013

Updated July 2014

Updated August 2018

OKLAHOMA TECHNOLOGY ASSOCIATION BYLAWS

ARTICLE I. FISCAL PERIOD

The fiscal period of OTA shall be July 1 to June 30 of the next year.

ARTICLE II. DUES AND FEES

Section 1. All dues are annual and payable by September 1, each year. Delinquent members shall be notified at least once in writing or by email not later than September 15, and if dues are not paid by December 31, they shall be dropped from the roster as active members.

Section 2. Individual memberships

Individual membership dues for membership in the Oklahoma Technology Association shall be \$75.00

Section 3. Associate Institutional memberships.

Associate Institutional membership dues for membership in the Oklahoma Technology Association shall be \$300.00.

Section 4. Institutional memberships

Institutional membership dues for members in the Oklahoma Technology Association shall be \$300.00

Section 5. Registration fees

The registration fee for each person, not a guest, attending any OTA sponsored conference, seminar, or workshop shall be determined and approved by the executive board.

Section 6. Dues Restructuring.

The schedule pertaining to dues and fees may be revised by the executive board without a vote of OTA no more than once a year and only if the revision results in lowering dues or fees or an increase necessitated by genuine financial need.

ARTICLE III. NOMINATIONS AND ELECTIONS

Section 1. Executive Board Members

A. The nominating committee shall request of the membership recommendations for candidates for the executive board, selected from eligible membership, for which vacancies will occur at the next annual meeting because of expiration of terms of office.

August 2018

B. In accordance with the time schedule set forth in Appendix A, the nominating committee shall meet and compile a list of nominees for respective vacancies who are willing to serve on the executive board as set forth in Article V, Section I of the Constitution. The committee shall make its selection after considering recommendations of the membership and the committee members, taking into consideration the desirability of maintaining a diverse cross section of technology interests.

C. The nominating committee of OTA shall be responsible for the preparation of ballots for all voting members in accordance with the time schedule and procedures set forth in Appendix A of the Bylaws.

D. In accordance with the time schedule and procedures set forth in Appendix A, the nominating committee chairman or designated representative shall count ballots received from the voting membership. In the event of a tie between two of the nominees, the chairman of the nominating committee shall select the successful candidate by lot. The election results shall be reported according to the procedures set forth in Appendix A of the bylaws.

E. All nominees for officers must be members of the Oklahoma Technology Association Executive Board.

ARTICLE IV. OKLAHOMA TECHNOLOGY HONORARY REPRESENTATIVES AND AFFILIATE ORGANIZATIONS

Section 1. Honorary Representatives are listed in Article XI of the Constitution.

Section 2. Affiliate Organizations are listed in Article XI of the Constitution .

ARTICLE V. DUTIES OF OFFICERS

Section 1. Duties of the President. The president shall:

- A. preside at the general sessions of the annual conference and Annual meeting;
- B. call and preside at meetings of the executive board and special meetings;
- C. be responsible for implementation of a specific program aimed at moving OTA forward within the established framework of goals and objectives as set forth in the Constitution and Bylaws;
- D. appoint committee chairs and committee members;
- E. represent OTA in an official capacity;
- F. speak for OTA on all established policies;
- G. coordinate the work of all officers, divisions, and committees;
- H. sign all contracts authorized by OTA or the executive board and all orders to the treasurer for expenditures from the funds of OTA; and
- I. perform the other duties customarily incumbent upon such office, unless otherwise ordered by OTA through its Bylaws or the executive Board.

Section 2. Duties of the President-elect. The President-elect shall:

- A. act for the president in case of the latter's absence;
- B. attend and vote at meetings of the executive board;
- C. assume a major role in planning programs; and
- D. work in other ways as required by the president to help achieve the objectives for the year.

August 2018

Section 3. Duties of the Vice-President. The Vice President shall:

- A. act for the President in case of the absence of the President-elect;
- B. attend and vote at meetings of the executive board;
- C. assume a major role in planning the annual meeting; and
- D. work in other ways as required by the president to help achieve the objectives for the year.

Section 4. Duties of the Secretary The Secretary shall:

- A. keep the official minutes of the general sessions of the OTA annual meeting and shall submit them to the next regular meeting of the executive board for review and acceptance;
- B. prepare and distribute the minutes of each executive board meeting;
- C. report on matters concerning connecting OTA as directed by the president or the executive board at meetings of the membership or the executive board.

Section 5. Duties of the Treasurer The Treasurer shall:

- A. receive and have custody of all funds of OTA;
- B. maintain accurate records of OTA's financial affairs;
- C. make a detailed financial report at the end of the fiscal year, which shall be published in the official journal of the Oklahoma Technology Association;
- D. attend and vote at all meetings of the executive board and give a financial report at each meeting, submitting copies to the Executive board;
- E. serve on the budget and finance committee and perform such duties as required by the president or the executive board.

Section 6. Reports of Officers. Officers whose terms expire at the close of the annual meeting shall submit to the executive secretary within one month after the close of said annual meeting any records or correspondence in their possession and these shall become part of the archives and files of the executive secretary.

Section 7. All officers are expected to attend the meetings of the executive board. Any officer who is repeatedly absent may be removed from the office at the discretion of the board; in which case the board shall take the appropriate action to fill the resulting vacancy.

Section 8. Members of the conference committee and planning committee for the annual meeting or their designated alternates are expected to attend regularly the meetings of the committee. The board may take discretionary action to remove from office any member who does not attend the meetings or participate in the activities of the committee. The vice president is chairman of the committee.

ARTICLE VI. COMMITTEES

A. Membership Committee. This committee shall carry out state-wide promotional activities to encourage membership in the OTA.

B. Nominating Committee. This committee shall select a slate of candidates for the executive board in accordance with Article III, Section I and Appendix A.

August 2018

C. Program and Planning Committee. This committee shall plan and have charge of the program for each general meeting of the OTA in accordance with the policies of the executive board. This committee is instrumental in planning OTA's involvement in other conferences.

D. Resolutions Committee. This committee shall review and present resolutions that the president and executive board may direct or that any active individual member of the association may request for consideration by the association membership. This committee shall also prepare any revisions of the Constitution and Bylaws as the executive board and president may direct, and shall recommend such amendments or changes it deems necessary to the president and executive board. This committee shall be responsible for the continuing revision of the OTA handbook.

E. Technology Resources Committee. This committee shall develop and maintain the OTA Website.

F. Conference and Planning Committee. This committee shall request suggestions for presenters and speakers for programs, conferences, and the annual meeting. This committee will be charged with recommending the most appropriate speakers based on topic and speaker's fee. This committee will be responsible for other conference functions such as room hosts as designated by the president. This committee will make reports to the executive director and/or the president.

ARTICLE VII. PUBLICATIONS

Section 1. The official newsletter of OTA shall be *The Technology Outlet* .

Section 2. Other official publications may be created by petitioning the Executive Board.

Section 3. The Executive Board, in consultation with the Editor, shall determine the subscription rates for non-members and determine the charges for advertising,

Section 4. One copy of the official publication shall be retained by the Executive Secretary of the Executive Board for archival purposes.

ARTICLE VIII. OKLAHOMA TECHNOLOGY ASSOCIATION'S HANDBOOK

An Oklahoma Technology Association's Handbook shall be written and maintained by the Constitution and Bylaws Committee at the direction of the Executive Board with the cooperation of the committee chairs.

ARTICLE IX. FORMER BYLAWS VOIDED

This document when approved supersedes any previous bylaws completely.

ADOPTED March 23, 2005

ADOPTED October 2013

Updated July 2014

Updated August 2018

APPENDIX A.

Members of the Nominating Committee shall present a list of nominees to the Executive Board at a regular meeting prior to the general meeting. The slate will be mailed or emailed to voting members prior to the general meeting and will be distributed to the voting membership at the annual OTA meeting. Nominations from the general membership should be made to the Executive Board at least 30 days in advance of the Annual Meeting. The election results will be reported at the conclusion of the annual OTA Meeting.

6 2.9.07 OTA CONSTITUTION

President

I. See Constitution: Article IV, Section I Bylaws: Article V, Section 1

II. Term The President serves for a term of one year following the elections, The new President shall be announced at the Annual Meeting.

III. Duties and responsibilities The President shall perform duties customarily incumbent upon that office, including:

- A. To determine the meeting dates, agenda, sites, and to announce these meetings.
- B. To preside at meetings: Executive Board, General Sessions of the Meeting, and special meetings.
- C. To understand, interpret and implement the long range plans of OTA.
- D. To communicate with the membership as provided by the President's column in the Oklahoma Technology Association's newsletter and by other correspondence as deemed necessary.
- E. To be familiar with the Constitution and Bylaws of OTA, to enforce its provisions, to insure that the current philosophy and practice of The Executive Board.
- F. To coordinate the work of all officers and committees,
- G. To help as needed to establish a budget for the term of office based upon the amount of money in the treasury at the time the President takes office.
- H. May serve as voting member on all committees.
- I. To sign all authorization of payment forms.

President-Elect

I. See Constitution: Article IV, Section I Bylaws. Article V, Section 2

II. Term The President-elect succeeds to the office of President for a term of one year following the elections. The name of the President-elect shall be announced at the last session of the Annual Meeting.

III. Duties and responsibilities The President-elect shall act for the President in case of the latter's absence and have the following responsibilities:

- A. To attend and vote at meetings of the Executive Board.
- B. To perform special duties as the President may assign.
- C. To fill a vacancy in the office of President, If less than half of the term remains, the new President shall then serve his elected term as President. If more than half of the term remains, the new President shall not subsequently be expected to serve the term for which he was elected, and the vacancy in the President-elect shall be filled by a vote of the Executive Board.

August 2018

- D. To serve as Chair of the Program & Planning Committee.
- E. To appoint committee chairs and memberships for their term as President.
 - 1. Encourage members participation on committees through distribution of the newsletter and the web site.
 - 2. Send a list of suggested members to the new chairs by May 15.
 - 3. Notify prospective committee members with a schedule of meetings and a thank you letter.

7 2.9.07 OTA CONSTITUTION

Vice President

I. See Constitution, Article IV, Section I Bylaws; Article V, Section 2

II. Term The Vice-President shall hold office for a term of one-year following the elections. The name of the Vice-President shall be announced at the last session of the Annual Meeting.

III. Duties and responsibilities The Vice-President shall set for the President in case of the President-Elect absence and have the following responsibilities:

- A. To attend and vote at meetings of the Executive Board.
- B. To perform special duties as the President may assign.
- C. To serve as Co-Chair of the Conference Planning Committee.

Secretary

I. See Constitution: Article IV, Section 1 Bylaws: Article V. Section 3

II. Term The Secretary shall hold office for a term of one year and shall assume duties following elections.

III. Duties and responsibilities

- A. To attend and vote at all meetings of the Executive Board.
- B. To keep minutes of all Executive Board meetings and to prepare reports of these meetings to be sent to the Executive Board members as soon as possible after the meeting.
- C. To keep the official minutes of the General Sessions of the Annual Meeting and to prepare a report on each meeting to be submitted at the next regular meeting of the Executive Board for review and acceptance.
- D. To report on matters concerning the Association as directed by the President or the Executive Board at meetings of the general membership or the Executive Board.

Treasurer

I. See Constitution: Article IV, Section 1 Bylaws: Article V, Section 4

II. Term The Treasurer shall be elected by the Executive Board in each even-numbered year and shall hold office for a term of two years. The terms of office shall coincide with the Oklahoma Technology Association fiscal year.

August 2018

III. Duties and Responsibilities The treasurer shall receive and have custody of all funds of the Oklahoma Technology Association and shall keep the following records:

A. Accounting

This is the primary record for all of the Oklahoma Technology Association's income and expenses related to the General Fund Checking Account. Entries must be detailed enough to reconstruct the nature, amount, and date of each item in the record. The record shall be kept current and shall be the basis for the Treasurer's monthly reports to the Oklahoma Technology Association Executive Board. The following records shall be kept:

8 2.9.07 OTA CONSTITUTION

1. Income File Detailed records of all income in General Fund Checking Account shall be kept in a separate file and must be accurate and up-to-date when cross-checked with income items. (Included in this category is all deposit receipts.)
2. Expense File Detailed records of all expenses in General Fund Checking Account shall be kept in a separate file and must be accurate and up-to-date when cross-checked with expense items in the ledger (Included in this category are all Treasurer's Authorization for Payment Forms, duly signed and dated by the President and bearing the check number, amount, date, recipient's name and address, and a statement as to purpose of the payment.)
3. Monthly Bank Statements These statements must be kept in a separate file and carefully cross-checked with other entries to ensure accuracy in every detail.
4. Account Status In addition, a separate file is maintained for this project which contains correspondence relating to the status of the account.

B. General Savings Account

Records of this account shall take two forms:

1. Account Record

A separate section shall record the latest balance in this account. The record shall reflect all transactions which have a bearing on the account including the nature of any deposits, the disposition of any withdrawals, and the amount and frequency of accrued interest. This is so that the transactions may be reconstructed with accuracy and detail.

2. Passbook (s) or Money Market Certificate (s)

Up-to-date records of the account (s) shall be kept in a form of passbooks and/or certificates of deposit. These records shall be checked for accuracy and uniformity on a quarterly basis.

C. Savings Account

Records of this account shall take two forms:

1. Account Record

A separate section shall record the latest balance in this account. The record shall reflect all transactions which have a bearing on the account including the nature of any deposits, the disposition of any withdrawals, and the amount and frequency of accrued interest. This is so that the transactions may be reconstructed with accuracy and in some detail if that should be necessary.

2. Passbook (s)

Up-to-date records of the account (s) shall kept in the form of certificates of deposits and/or passbooks. These records shall be checked for accuracy and uniformity on a quarterly basis.

D. The Oklahoma Technology Association Treasurer shall prepare and submit the following written reports:

1. Monthly Reports to the Executive Board

The reports shall be of two kinds:

(1) A line item record of OTA's income and expenses since the last meeting of the Executive Board; and

(2) A line item cumulative record of OTA's income and expenses since the beginning of the current fiscal year. The cumulative report should also reflect the current balance in the Oklahoma Technology Association' general savings account (s), and in the money market funds or other forms of investments or savings, These reports will be kept in a separate file labeled "OTA Financial Reports."

2. Annual Federal and State Income Tax Returns The Oklahoma Technology Association is duly recognized as a non-profit organization with the Federal Government and with the State of Oklahoma. The organization has been assigned an Employee's Identification Number the Internal Revenue Service (#); the same number is used by the State of Oklahoma. The tax returns of this organization are based on the fiscal year July 1 - June 30. The tax returns must be completed and mailed each year by November 15 following the end of the fiscal year. If one or more of the forms has not be received by 9 2.9.07 October 15, they should be requested immediately by telephoning the following numbers in Oklahoma City, Internal Revenue Service (405-272-953 1); Oklahoma Tax Commission (405-521-3125). Ask specifically for the form entitled "Return of Organization Exempt from Income Tax." Copies of the annual return should be kept in a separate file and one submitted to the Executive Director and to the President.

3. Quarterly Withholding Statements Forms must be completed four times a year to report withholding information to the Internal Revenue Service and to the Oklahoma Tax Commission for OTA. Such reports and the accompanying payments must be made not later than the following dates: April 30, for the first quarter; July 30, for the second quarter; September 30, for the third quarter; January 30, for the fourth quarter. Forms to complete should be received at least one month before they are due to be submitted. If they are not received, they may be requested by telephoning the following numbers in Oklahoma City; Internal Revenue Service (405-272-953 1), Oklahoma Tax Commission (405-521-3155). Copies of the quarterly reports, together with any notes used to calculate the withholding, Should be kept in a separate file for the record to be done as needed.

4. Year-end Withholding Statement Not later than January 30 following the end of the calendar year (January 1, December 31), a multi-part withholding statement for the entire year is completed. Care should be taken to ensure the year-end report coincides with the total of the quarterly reports submitted for the same period. Copies of the report are sent as follows: Executive Board (3) - Internal Revenue Service (1); Oklahoma Tax Commission (1); Oklahoma Technology Association archives (1), and IRS form 1099M.

5. Conference Financial Report As soon as the Annual Conference income has been received and all bills have been paid, the Treasurer prepares a report for the Executive Board which summarizes Conference Income & Expenses. A file of such reports is maintained by the Treasurer.

E. General Guidelines for the Treasurer

1. The Treasurer does not make payments without written authorization from the President. The only exceptions are the quarterly withholding payments to the Internal Revenue Service and the Oklahoma Tax Commission, which are routine payments.

2. All payments should be made promptly (i.e., within 2 weeks of receipt of a "Treasurer's Authorization for Payment") and must have two signatures, either the Treasurer, the President, and/or the Executive Director or Executive Secretary.

3. The Treasurer shall present a written summary of Conference income and expenses to the Executive Board within sixty days following the Conference.

August 2018

4. The major source of funds for OTA is the Annual Conference and membership fees. Membership dues or fees usually come to the Treasurer. There are numerous other amounts of income that are sent directly to the Treasurer by a variety of individuals and/or organizations. It is the Treasurer's responsibility to verify each item of miscellaneous income. The Treasurer will confer with the President if any questions arise concerning the accuracy or source of such funds.

Immediate Past President

To serve as Chair of the Budget and Finance committee Executive Board

I. See Constitution; Article V

II. Membership and Meetings

The administration of the affairs of the Oklahoma Technology Association shall be vested in and exercised by the President or the Executive Board, The Executive Board shall consist of the 26 members as designated in article V, Section I of the Constitution, Honorary Representatives, and Affiliate Liaisons. The President shall be the Chair of the Executive Board. Nine voting members present constitute a quorum for regular executive board meetings. When a quorum is not established necessary business of the organization will be completed via e-mail voting. A vote determination will be established when votes have been received within a stated time set by the President provided a quorum has been met. Board members unable to attend a meeting should advise the President. If a quorum is not expected, the meeting may be canceled or rescheduled. If a member of the Executive Board moves to another quadrant, his/her membership on the Executive Board will follow him/her until the next annual meeting. If a member has missed repeated consecutive meetings, his/her position will be replaced at the annual election. The Executive Board meetings of the OTA are open meetings. Members are invited and encouraged to attend meetings.

10 2.9.07 OTA CONSTITUTION

III. Duties and responsibilities

- A. Long range goals shall be reexamined periodically.
- B. The use of OTAs name as sponsor, participant, publisher, or endorser; or use of OTA's mailing list must have the permission of the Executive Board.
- C. The Executive Board shall approve the annual budget and expenditure of funds in accordance with the provisions set forth in the Bylaws.
- D. The Oklahoma Technology Association by a vote at any membership meeting may refer any matter to the Executive Board with recommendations and may require the Executive Board to report on such matters at any specified session of OTA.
- E. Any question of policy may, by a majority vote of the Executive Board, be submitted to the OTA voting membership to be voted upon either at a membership meeting or by mail or email as the Executive Board may determine.
- F. Any action of the Executive Board or action of the membership at an annual business meeting may be set aside by a three-fourths vote at any membership meeting of the OTA or by a majority vote by mail or email in which one-fourth of the members of OTA have voted. Such vote by mail or email shall be held upon petition of ten percent of the members of OTA.
- G. The Executive Board shall have power to appoint an Executive Director and/or Executive Secretary who shall hold office at its pleasure. The duties, hours, and compensation shall be determined by the Executive Board.
- H. The Executive Board have the responsibility to see that a formal evaluation and analysis of OTA's organization and operations shall be conducted at least every three years, to assure the continued viability of OTA.

August 2018

APPENDIX B.

EXECUTIVE SECRETARY

The Executive Board may appoint an Executive Secretary. Duties of the Executive Secretary shall include but not be limited to:

General

1. Prepare and schedule for the Executive board meetings for the year, make the necessary physical arrangements, distribute the agenda to board members at least one week in advance of each meeting.
2. Attend all meetings of the Executive Board as a member without a vote. Take the minutes if the secretary is not present.
3. When advantageous to OTA, attend committee meetings as a member without a vote.
4. Maintain the official calendar of the OTA with dates and times of all activities scheduled.
5. Handle routine correspondence as directed and maintain a file of pertinent communications and other papers.
6. Process all 3rd class mailings. Handle all mailings for OTA.
7. Maintain membership records and OTA mailing list and make available as requested.
8. Assist the President in planning and implementing the OTA Conference.

11 2.9.07 OTA CONSTITUTION

Financial

1. The Executive Secretary is responsible for receiving, documenting and depositing conference income (e.g., payments for registration meals, exhibitors' fees, and other related income) during the Annual Conference of OTA. The Executive Secretary will notify the treasurer of all deposits. While it is understood that conference refunds may not be made during or following the conference, it is the responsibility of the Executive Secretary to establish and to publicize a date beyond which requests for refunds will not be honored. The Executive Secretary shall assume responsibility to receive, and verify the accuracy of all conference bills and forward them within thirty days to the President who shall authorize payment by the Treasurer.
2. The Executive Secretary assumes primary responsibility to monitor payments made in behalf of OTA to ensure that they do not exceed the budgeted amounts approved by the Executive Board at the beginning of the fiscal year. Authorizations for payment received from the President which exceed the approved budget shall be called to the attention of the President. Exceptions made to the approved budget shall be reflected in the next monthly report of the Treasurer to the Executive Board and noted in the Board's minutes of that meeting.
3. Maintain the bank account for use by the Executive Secretary for office supplies, mailings, and small purchases necessary to the daily operations of OTA. Reconcile the account monthly and send this documentation to the President who signs it and forwards it to the treasurer.
4. Solicit and process all membership dues, record, and transmit to the Treasurer.
5. Process all OTA workshop registrations.
6. Serve as a non-voting member of the Budget and Finance Committee and assist in the preparation of the budget.
7. Keep up-to-date books under which the Executive Director, Executive Secretary and Treasurer operate.

Conference Activities

1. Serve as the Co-Chair of the OTA Conference Committee and oversee the planning and activities of the annual conference.

August 2018

2. Attend the OTA Conference
3. Attend the necessary technology conferences as directed by the OTA Executive Board.
4. Work with other technology associations and oversee OTA booths at such conferences with approval of the OTA Executive Board.

Other Duties

1. Oversee and carry out other technology-related duties as requested by the OTA Executive Board.
2. Work with the Resource Committee in maintaining the OTA web site.
3. Publicize and promote of the organization.
4. Maintain archival material for the organization.
5. Serve as editor of the OTA newsletter.

12 2.9.07 OTA CONSTITUTION

Executive Director

The Executive Board may appoint an Executive Director as the Chief Executive Officer of Oklahoma Technology Association. The Executive Director reports to the Board of Directors. Duties of the Executive Director shall include, but are not limited to:

General

1. Attend all meetings of the Executive Board as an Ex-officio member.
2. Serve as an Ex-officio member of OTA Committees.
3. Monitor actions of the organization to ensure consistent and timely progress towards fulfilling the mission of OTA.
4. Work with the Board President to provide leadership in planning Board meetings.
5. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
6. Carry out policies and procedures set by the Board of Directors.
7. Maintain a working knowledge of significant developments and trends in the field of educational technology.
8. Facilitate presentations of emerging technology at OTA Board meetings
9. Provide oversight and facilitate communication concerning the condition of the organization.
10. Provide oversight for OTA staff.
11. Lead the organization by educating members about technologies that will benefit the organization and the member schools.
12. Aid the board in recruiting new member schools and organizations by educating organizations as to the benefits of the Oklahoma Technology Association.

Financial

1. Oversee the overall development and maintenance of sound financial practices within the OTA organization.
2. Work with the Finance Committee to prepare an annual budget to be presented at the April Board meeting.
3. Ensure that the organization operates within budget guidelines.

Conference Activities

1. Communicate to the OTA members at the annual conference highlights of the current legislative session with an emphasis on advancements in technology related events.
2. Assist in planning, organization, implementation and execution of the annual Oklahoma Technology Association Conference.

August 2018

Legislative

1. Work with the OTA Board to develop a legislative agenda representative of the mission of OTA.
2. Strive to ensure the success of OTA's established legislative agenda through contact with legislative leaders and organizations.
3. Communicate the current events of the legislative session with the OTA Board of Directors, highlighting the events that impact the advancement of educational technologies. Provide the board with an action plan that will aid in achieving our legislative goals.
4. Communicate the current events of the legislative session with OTA members either by email or via the OTA website, highlighting the events that impact the advancement of educational technologies.

Other Duties

1. Oversee and carry out other duties as requested by the OTA Executive Board.
2. Publicize the activities of the organization, its programs and goals.
3. Represent the programs and point of view of the organization to agencies, organizations, and the general public including, but not limited to: Oklahoma State Department of Education, CCOSA, OSSBA, OROS, OES, USSA, OREA and ODLA.
4. Provide a monthly report to the Board detailing activities and accomplishments towards the listed responsibilities.

13 2.9.07 OTA CONSTITUTION