

OKSTE (aka OTA) CONSTITUTION AND BYLAWS

ARTICLE I. NAME AND LOCATION

The name of this organization shall be the Oklahoma Society for Technology in Education (also known as the Oklahoma Technology Association), a nonprofit corporation, incorporated in the State of Oklahoma, hereinafter referred to as OKSTE.

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1. Vision

The overarching vision of OKSTE shall be to provide EdTech leadership that empowers learning communities.

Section 2. Mission

The mission of this organization:

1. Provide EdTech leadership to encourage an active interest in the innovative and authentic use of technology tools and resources within the learning community.
2. Provide an opportunity to keep abreast of trends in technology education.
3. Provide professional collaboration and communication among educators (both pre-service and in-service) toward the appropriate use of technology tools and resources.
4. Serve as a liaison among organizations and other interests involved in the use of the EdTech tools and resources in education.
5. Provide personal and professional services to members.

ARTICLE III. MEMBERSHIP

Section 1. Qualification

Membership in OKSTE shall be available to all persons who are interested in using technology for educational purposes regardless of race, color, gender, faith, physical handicap, mental handicap, political affiliation, sexual orientation, or any similar status and who agree to comply with the basic tenets of the Association as described in these Bylaws. Membership is categorized including but not limited to the following:

Institutional (such as school districts, institutions of higher learning, career technology centers, etc.); **Individual** (such as educational institution employees); and **Associate Institutional** (such as corporations and businesses partnering with OKSTE to further its mission).

ARTICLE IV. DUES

Section 1. Establishment of Dues

Dues shall be determined by majority vote of the OKSTE Executive Board. All voting members shall be notified within sixty (60) days of any change in the amount of dues approved by the Executive Board.

Section 2. Membership Period

The membership period shall be for one (1) year from July 1st to June 30 of the fiscal year.

Section 3. Delinquency and Cancellation

A procedure that provides for adequate notice of membership renewal and establishment of procedures for removal of delinquent Membership shall be the responsibility of the OKSTE Treasurer and Membership Committee.

ARTICLE V. MEETING AND VOTING OF MEMBERSHIP

Section 1. Special Meetings

Special meetings of OKSTE Voting Membership may be called by the Executive Board at any time, or may be called by the President upon receipt of a written request by twenty (20) voting members, within thirty (30) days after the filing of such request with the President. The business to be transacted at any special meeting shall be stated in the notice thereof, and no other business may be considered at the time. Notice that any special meeting of the OKSTE Voting Membership will be given to voting members less than ten (10) days before the meeting date.

Section 2. Voting

The OKSTE Executive Board shall first approve proposals to be offered to members for a vote.

Section 3. Quorum of Members

At any special meeting of OKSTE Voting Membership, a quorum shall consist of at least one-fourth of the voting members. No formal action, other than adjournment, can be taken in the absence of a quorum.

Section 4. Cancellation of Meetings

The OKSTE Executive Committee may cancel any special meeting for just cause.

Section 5. Rules of Order

All meetings and proceedings of the Association shall be regulated and controlled according to the current edition of Robert's Rules of Order for parliamentary procedures, except as may be otherwise provided by these Bylaws.

Article VI. ORGANIZATION STRUCTURE

Section 1. Overall Structure

This organization shall consist of an executive board and voting members from member districts. OKSTE may have Special Interest Groups (SIG's) that represent communities of interest within the organization. An equitable geographic balance shall be maintained on the Executive Board consisting of five representatives from each quadrant of the state (northeast/northwest/southeast/southwest). An Executive Director and supporting staff shall be retained to provide supportive leadership and clerical assistance to the organization as deemed necessary by the Executive Board.

Section 2. Executive Board and Executive Committee

The **Executive Committee** of this organization will consist of:

1. President
2. Past President
3. President Elect
4. Vice President
5. Executive Director

The **Executive Board** will consist of five representatives from each of the four quadrants of the state. The Executive Board will also appoint affiliate and honorary, non-voting members as deemed appropriate.

Section 3. Quorum of the Board

At any meeting of the OKSTE Executive Board, one-fourth of the voting members of the Board shall constitute a quorum for business transactions.

Section 4. Meetings of the OKSTE Executive Board

A regular meeting of the OKSTE Executive Board shall be at such time and place the Board may prescribe. The annual board meeting calendar will be approved by the Board no later than May 30th of the current fiscal year for the upcoming fiscal year. Special meetings of the Board may be called by the President or at the Executive Board's request.

Section 5. Voting

Voting rights shall not be delegated to another nor exercised by proxy. Voting may be conducted electronically when deemed appropriate.

Section 6. Voting by Mail and Electronically

Action taken by mail or electronically by the Executive Board members shall be a valid action of the Board and shall be reported at the next regular meeting of the Board.

Section 7. Absence

Any Executive Board Member who is absent from three consecutive regular meetings of the Executive Board during a single administrative year shall vacate the seat, and the vacancy shall be filled as provided by these Bylaws. However, the Executive Committee shall consider each absence of an Executive Board Member as separate circumstance and may expressly excuse such absence by affirmative majority vote.

Section 8. Vacancies and Removal

Any vacancy occurring on the OKSTE Executive Board between Annual Meetings shall be filled by appointment of the President and approved by the Executive Board. The appointee shall serve the unexpired term of his/her predecessor.

The Executive Committee may, at its discretion, by affirmative vote of two-thirds of the Executive Board members, remove any member for just cause, including, but not limited to, failure to perform designated responsibilities.

Section 9. Compensation

The OKSTE Executive Board will employ staff as needed to conduct OKSTE; board members will not receive any compensation for their services.

Section 10. OKSTE Executive Director

The Executive Director shall be selected and employed by the Executive Board. The Executive Director shall oversee the day-to-day activities under the advisement of the President. The Executive Director will retain and supervise such staff as are budgeted by the OKSTE. The Executive Director and staff will be responsible for maintaining the OTA membership database, directing the fiscal matters of the organization, and other such duties as delegated by the Board. The Executive Director of the Association shall serve as its permanent delegate to International Society for Technology in Education (ISTE)'s Organizational Affiliate meetings alongside a delegate appointed annually by the board.

Section. 11 Special Interest Groups

Special Interest Groups (SIG's) may be authorized by the Executive Committee and will be led by a chairperson and appointed as needs dictate.

ARTICLE VII. EXECUTIVE COMMITTEE AND AREA DIRECTORS

Section 1. Executive Committee

The Executive Board shall elect the following positions of the OKSTE Executive Committee of the Association:

1. President
2. President Elect
3. Vice President
4. Immediate Past President
5. Executive Director

Section 2. Qualifications for Executive Board Members

Any member who is a teacher, administrator, or other employee of an educational entity in the state of Oklahoma shall be eligible for nomination and election. For these Bylaws, educational entities shall include public and private schools, colleges and universities, and career technology centers. Board members must reside or be employed in the OKSTE quadrant in which he/she is running for election and must continue to reside or be employed in the quadrant that they represent for the duration of their term. Executive Committee candidates must have served as a voting member of the OKSTE Executive Board for two full years prior to the election year and completed the three full years prior to taking office.

Section 3. Terms of Executive Committee and Executive Board

The Vice President shall be elected annually. The Vice President shall serve a four-year term, one year each in the following order:

1. Vice President
2. President Elect
3. President
4. Immediate Past President

All other board positions shall serve the terms listed below:

- Five board members from each geographic quadrant (boundary lines are I-35 and I-40) Northeast; Northwest; Southwest; and Southeast will serve 2-year terms on a staggered rotation. Expiring seats will be filled annually by board member nomination and vote.
- Non-voting members such as Affiliate and Honorary Representatives shall be appointed annually by the Executive Committee.
- Active Past Presidents are life-time executive board members with voting rights.

Section 4. Nomination and Election Procedures for Executive Committee and Executive Board

Executive Board Vacancies

Notice that Executive Board position nominations are open shall be at made available by the Nominating Committee to voting members for a 30-day period commencing September 1st and ending September 30th. Nominations shall be in writing, and shall include a brief resume and a written consent of the nominee to be nominated and serve, if elected. In order to accept, nominations must be received no later than September 30th by the end of the business day. If no nominations are received for any open position, candidates will be provided by the Nominating Committee. Election ballots will be made available to the full voting membership electronically and returned to OKSTE by the established deadline. Election results will be determined by a plurality of votes received by the deadline. Election results will be reported to the Membership promptly at the after the election.

Executive Board Officers:

The OKSTE Executive Board Members will elect officers annually in June for the upcoming fiscal year commencing July 1st and ending June 30th as follows:

- Vice President – 4-year commitment (succeeds from Vice-President to President Elect to President and then to immediate Past President).
- Treasurer
- Minutes Clerk

Annually on July 1st, the current officers will succeed to the next leadership role (President moves to Immediate Past President; President Elect moves to President; Vice President moves to President Elect); assuming office at the beginning of the fiscal year.

Section 5. Duties of the President

The President shall be the chief elected officer of OKSTE and serve as Chairman of the Executive Committee. The President shall preside at all regular and special meetings of the Executive Board and the Membership. The President, with the assistance of the Executive Committee, shall set annual objectives for the organization. Said objectives shall be recommended to the Executive Board for possible adoption no later than June 30th for the upcoming fiscal year. The President shall be responsible for the Executive Director's annual evaluation with input from the Executive Board.

Section 6. Duties of the President Elect

The President Elect shall succeed to the President. He/she shall perform the President's duties in the event of the President's inability to be present. He/she will assist the President in accomplishing the organization's annual objectives and assume the role of Chairperson of the Program and Planning Committee.

Section 7. Duties of the Vice President

The Vice President shall succeed to the office of President Elect. He/she shall perform the President's duties in the event of the President and President Elect's inability to be present. The Vice President will collaborate with the Immediate Past President to learn all aspects of its business. He/she will assist the President and President Elect to accomplish the annual objectives for the organization.

Section 8. Duties of the Immediate Past President

When the Immediate Past President succeeds from the Presidency, he/she shall act in an advisory capacity to the Executive Committee and the Executive Board. He/she will serve as a mentor to the Vice President. The Past President will monitor board proceedings to ensure compliance with the organization's rules of order. The Past President will have the same privileges and responsibilities as seated Executive Board Members.

Section 9. Duties of the Executive Director

The OKSTE Executive Director will manage all aspects of the organization's day-to-day operations. The Executive Director will be responsible for, including but not limited to the following: strategic planning to move the organization forward; financial oversight and budget planning; meeting preparation; Ex-Officio member on all committees; assisting the Executive Committee and Executive Board as needed; annual evaluations of employees and recommendations to the Executive Board as to the employment of

same. The Executive Director will serve as the permanent ISTE representative for the organization alongside an appointed representative from the OKSTE Executive Board.

Section 10. Duties of the Treasurer

The OKSTE Treasurer will assist the Executive Director in managing day-to-day operations including but not limited to the following: manage financial transactions such as membership invoicing, communications and recruitment; banking deposits, bank statements and reconciling same; monthly payroll, tax payments, Etc.; receive and process mail for the organization; and serve as conference registrar and assist in scheduling conference presentations/events.

Section 12. Duties of the Quadrant Leaders

Quadrant Leaders are the chief officers for each of the OKSTE defined geographical areas. The Quadrant Leader act as a liaison between area quadrant members and the organization. They are responsible for developing networking opportunities and regional OKSTE activities.

ARTICLE VIII. OKSTE Committees

Standing Committees:

- Technology Resources – Primary responsibilities are website maintenance, marketing, and branding; promoting innovative EdTech solutions to members through corporate sponsorship.
- Program and Planning – Primary responsibilities are the planning of conferences, promotions, and collaboration with other organizations.
- Resolutions – Primary responsibilities are Constitution revisions and conflict resolution.
- Membership – Primary responsibilities are to recruit, retain and communicate with members.
- Nominating – Primary responsibilities are annual Executive Board nominations and elections and the recommendations for annual OKSTE awards.
- Curriculum and Instruction – Primary responsibility is oversight of Professional Development for members to assist in the authentic integration of innovative EdTech to inform and transform teaching and learning.
- Finance – Primary responsibilities are developing and presenting the annual budget to the Executive Board for approval and providing oversight of the organization's financial condition and annual audit of financial records.

ARTICLE XI. DISSOLUTION

The Association shall use its assets only to accomplish the objectives and purposes specified in these Bylaws. No part of said assets shall be distributed to the members of the organization. Any assets remaining upon dissolution shall be distributed to one or more regularly organized and qualified charitable education, scientific, or philanthropic organizations to be selected by the Executive Board. All member and financial records shall be placed in possession of the Executive Director employed at time of dissolution. All such records shall be stored.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended or repealed by a majority vote of the Regular Members present at any Annual Business Meeting of the organization duly called and regularly held, or by mail or electronic ballot. Notice of such proposed changes shall be sent in writing or electronically to the members thirty (30) days before such meeting or vote. The Executive Board may propose amendments on its own initiative or the petition of any fifty (50) Regular Members addressed to the Board. The Board shall present all such proposed amendments to the Membership.