

Oklahoma Alliance for Arts Education Bylaws

Revised and approved by the board at the June 13, 2023 board meeting.

These bylaws govern the affairs of the Oklahoma Alliance for Arts Education, a nonprofit arts organization with 501C3 exemption from Federal Income Tax.

Article I – Name

This organization is the Oklahoma Alliance for Arts Education (OAAE)

Article II – Address

The address of the OAAE is: P.O. Box 1275, Jenks, OK 74037.

Article III – Mission

The mission of the OAAE is to promote the value of arts education in the state of Oklahoma.

Article IV – Membership

There are four membership classifications: Individual, Organizational, Corporate/Business and Advisory.

Section 1. An individual interested in education in the Fine Arts and/or applied arts may become a member by paying the prevailing membership fee, which is set annually by the Board of Directors. Individual members shall have one vote at the Annual Meeting.

Section 2: An individual interested in education in the Fine Arts and/or applied arts may become a “friend of” OAAE without paying the membership fee. Benefits include receipt of the digital newsletter and opportunities to volunteer in support of programs and projects of OAAE. A “friend of” OAAE participant is ineligible to vote at Board meetings.

Section 3. Any organization/corporation/business who values and supports arts education and who chooses to provide financial support to the programs and projects of the OAAE for the purpose of advancing arts education programs in Oklahoma is eligible for membership by virtue of their expressed support and paying the prevailing membership fee. The Executive Committee of OAAE shall have the responsibility for determining an organization’s eligibility for membership. Each organization/corporate/business member shall have one vote at the Annual Meeting.

Section 4: One advisory member shall be appointed by the State Department of Education, Arts in Education Division, and one advisory member from the Oklahoma Arts Council of Oklahoma will serve as ex-officio members of the Board of Directors.

Article V – Organization and Governance

Section 1: Governance

- Governance of the Oklahoma Alliance for Arts Education (OAAE) is vested in the Board of the organization, which includes the Executive Committee (officers of the Board), committee chairs, and non-executive board members.
- The Board shall be comprised of fifteen (15) to thirty (30) members.
- All members of the Board must actively participate in committee work, regularly attend meetings, and be current in their respective dues. Excessive meeting absences and/or being

in arrears with membership dues may result in a change in membership to the “friend of” OAAE category outlined in Article IV, Section 2. Any board member who is in arrears at the time of the annual meeting is not eligible to vote and will have until the end of the meeting to make good on their dues.

Section 2: Membership

Membership in OAAE is open to leaders and organizations across the state working to strengthen learning in the fine arts for all students. This includes but is not limited to administrators, teachers, and organizations and individuals promoting education in the fine arts or activities complementary to learning in the fine arts.

Section 3: Meetings

- The Oklahoma Alliance for Arts Education shall meet at least three times each year, the schedule of said meetings for the following year to be determined at the annual retreat held in August.
- Additional meetings may be called by any member of the Executive Committee with at least two weeks notice to Board members. All meetings will be announced at least two weeks in advance of said meeting with an agenda attached, or in the case of an emergency meeting the subject at hand.

Section 4: Quorum

A quorum for meetings shall be a majority of those present but not less than five (5) voting members.

Section 5: Executive Committee

Between meetings of the Board, the governance of the OAAE shall be vested in the Executive Committee, which shall consist of the Chairperson, Past Chair, Chairperson-Elect, Secretary, Treasurer, Parliamentarian, Advisor from the State Department of Education, and the Advisor from the Oklahoma Arts Council. Committee chairs may also be included as ad-hoc members of the Executive Committee.

Section 6: Officers of the Executive Committee

- The officers of the Board shall form the Executive Committee of the Board and shall consist of the Chair, Chair-Elect, Past Chair, Secretary, Treasurer, and Parliamentarian.
- The State Department of Education Advisor and the Oklahoma Arts Council Advisor shall be ex-officio, serving as non-voting members of the Executive Committee.
- The terms of office for the Executive Committee officers are as follows:
 - Chair: One three-year term with eligibility to serve a second term, if re-elected.
 - Past Chair: One three-year term following the term as Chair
 - Chair-Elect: One three-year term
 - Secretary: Three-year terms with eligibility for multiple consecutive terms, if re-elected.
 - Treasurer: Three-year terms with eligibility for multiple consecutive terms, if re-elected.
 - Parliamentarian: Three-year terms with eligibility for multiple consecutive terms, if re-elected.

Paragraph A: Chair

The Chair shall:

- Preside at meetings of the Executive Committee and the Board,
- Oversee planning the organization's budget in collaboration with the treasurer,
- Oversee planning the organization's programs and projects in collaboration with

- the committee chairs,
- Supervise employees (if applicable),
- Administer the election cycles for officers serving on the Executive Committee,
- Appoint committees and serve as ex-officio member of said committees,
- Perform other tasks necessary for the operation of the organization.

Paragraph B: Past Chair

The Past Chair shall:

- Preside at meetings in the absence of the Chair,
- Assist the Chair in fulfilling his/her duties.

Paragraph C: Chair-Elect

The Chair-Elect shall:

- Shadow the Chair,
- Assist the Chair in fulfilling his/her duties.

Paragraph D: Secretary

The Secretary shall:

- Record and distribute minutes of all meetings of the Board and Executive Committee in a timely manner,
- Supervise other matters of correspondence and records determined by the Chair,
- Maintain the membership list in collaboration with the Chair and the Treasurer.

Paragraph E: Treasurer

The Treasurer shall:

- Maintain accurate books and render accurate reports concerning balances of all accounts and expenditures at each meeting of the board,
- Ensure that all checks drawn on the OAAE account include the signature of the treasurer and documented approval from the Chair, either electronically or hand written,
- Ensure that no monies of more than \$200 shall be expended or encumbered without approval by the Board or Executive Committee, if such expenditures are necessary between regularly scheduled board meetings,
- Complete and submit the 990 IRS form each fiscal year.

Paragraph F: Parliamentarian

The Parliamentarian shall:

- Know the ByLaws of OAAE,
- Assure that the business of the OAAE is conducted in accordance with the ByLaws,
- Review the By-Laws annually to determine if amendments are needed,
- Assist the chair in administering the election cycles for officers.

Paragraph G: Oklahoma State Department of Education Advisor

The State Department of Education Arts in Education Advisor shall be appointed by the State Superintendent for Public Instruction. This person shall serve as the liaison between the program of OAAE and the Arts in Education Program of the State

Department of Education and participate in all meetings of the OAAE Board of Directors.

Paragraph H: The Oklahoma Arts Council Advisor

The Oklahoma Arts Council Advisor shall be selected by the Oklahoma Arts Council. This person shall serve as the liaison between the program of OAAE and the Oklahoma Arts Council.

Paragraph I: Vacancies

In the event that an Officer resigns or if an officer is determined by a majority vote of the Board to be unable to perform his/her office, the Board will elect a replacement to fill the unexpired term. If an officer other than the Chair takes a leave of absence, the Chair will appoint an interim replacement. If the Chair resigns or takes a leave of absence, the Past-Chair fulfills the duties of the Chair until the end of the term or until a special election can be called by the Board.

Section 7: Standing Committees

Standing Committees of OAAE include Programs, Projects, Publicity and Advocacy, and Visioning. Additional committees can be formed, as needed, at the direction of the Chair.

Article VI – Fiscal Year

The fiscal year for the OAAE shall begin October 1 and run through September 30 of each year.

Article VII – Amendments

Amendments to the By-Laws must be presented to the Board in writing or by electronic means, following this process:

- First Reading: Review and discussion of the amendments with possible revisions
- Second Reading: Vote ratification: Amendments must be approved by a two-thirds majority vote.

Article VIII – Dissolution

In the event of dissolution of the Oklahoma Alliance for Arts Education, all liabilities shall be paid and all assets disbursed according to the provisions of Article VIII of Incorporation.

Recent Revision History:

November 2022

June 2023