

OKLAHOMA SOCIETY FOR TECHNOLOGY IN EDUCATION CONSTITUTION AND BYLAWS

ARTICLE I. NAME AND LOCATION

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

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1. Vision

To create, support, inform, and sustain a dynamic, nimble professional learning Society that equips stakeholders to transform teaching and learning through the authentic use of technology.

Section 2. Mission:

Provide innovation in the authentic integration of technology to transform teaching and learning.

Section 3. Core Values

- We provide EdTech leadership and professional learning to our stakeholders: tech directors, classroom teachers (including pre-service) and support personnel; administrators; and integration specialists and coaches.
- We believe in the power of authentic EdTech innovation to transform instruction and equip students for life pursuits.
- We are service-minded and will endeavor to address the needs of our membership through collaborative decision-making and a shared vision.
- We collaborate to share knowledge and expertise in technology.
- We are a Society focused on providing EdTech expertise, resources, and networking opportunities to support the work of our learning ecosystem.

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); **Corporate** (such as corporations and businesses partnering with OKSTE to further its mission); **Honorary** (such as Higher Ed) and **Affiliate** (such as ISTE or SETDA).

ARTICLE IV. DUES

Section 1. Establishment of Dues

Dues for all membership levels shall be determined by a majority vote of the OKSTE Board of Directors. All voting members shall be notified within sixty (60) days of any change in the amount of dues approved by the Board of Directors. Board-appointed Honorary Members and Affiliate Members will not be required to pay individual dues.

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 Board of Directors 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 of any special meeting of the OKSTE Voting Membership will be given to voting members not less than ten (10) days before the date of the meeting.

Section 2. Voting

Proposals to be offered to members for a vote shall first be approved by the OKSTE Board of Directors.

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 be governed by a Board of Directors consisting of five elected representatives from each quadrant of the state: Northeast; Northwest; Southeast; and Southwest. In addition to the aforementioned elected representatives, the Board of Directors includes active OKSTE Past Presidents, Honorary, and Affiliate representatives. Honorary and Affiliate representatives are non-voting board members. OKSTE may have representatives from Special Interest Groups (SIGs) representing communities of interest within the organization. Corporate Members who support the organization's mission and contribute to our financial stability are non-voting members.

An Executive Director and supporting staff shall be retained to provide supportive leadership and clerical assistance to the organization as deemed necessary by the Board of Directors.

Section 2. Executive Committee and Board of Directors

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

1. President
2. President Elect
3. Vice President

4. Immediate Past President
5. Executive Director
6. Treasurer

Section 3. Quorum of the Board

At any meeting of the OKSTE Board of Directors, a majority of the voting members of the Board shall constitute a quorum for the transaction of business.

Section 4. Meetings of the OKSTE Board of Directors

A regular meeting of the OKSTE Board of Directors 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 request of the Board of Directors. An annual business meeting of the entire membership will be held at the annual conference.

Section 5. Voting

Voting rights shall not be delegated to another nor exercised by proxy. Voting may be conducted electronically when deemed appropriate. In matters concerning the entire membership, the voting member from each district and individual members are eligible to vote. In Board of Directors meetings, all members are eligible to vote, with the exception of board-appointed Honorary or Affiliate members.

Section 6. Voting by Mail and Electronically

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

Section 7. Absence

Any Board of Directors Member who is absent from three consecutive regular meetings of the Board of Directors 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 a Board of Directors' Member as a separate circumstance and may expressly excuse such absence by affirmative majority vote.

Section 8. Vacancies and Removal

Vacancies occurring on the OKSTE Board of Directors between Annual Meetings shall be filled by recommendation of the Nomination Committee and approved by the Board of Directors. The appointee shall serve the unexpired term of his/her predecessor.

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

Section 9. Compensation

The OKSTE Board of Directors will employ staff as needed to conduct the business of OKSTE; Board of Directors will not receive any compensation for their services.

Section 10. OKSTE Executive Director

The Executive Director shall be selected and employed by the Board of Directors. 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 OKSTE membership database, directing the fiscal matters of the organization, and other such duties as delegated by the Executive-Committee and the Board of Directors. The Executive Director of the Association shall serve as its delegate to International Society for Technology in Education (ISTE)'s Organizational Affiliate meetings.

Section. 11 Special Interest Groups

Special Interest Groups (SIGs) may be authorized by the President and will be led by a chairperson and appointed as needs dictate.

ARTICLE VII. EXECUTIVE COMMITTEE AND AREA DIRECTORS

Section 1. Executive Committee

The following positions of the OKSTE Executive Committee of the Association shall be elected by the Board of Directors:

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

Section 2. Qualifications for Board of Directors

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 to any office of the organization. Educational entities, for these Bylaws, 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 Board of Directors for two full years prior to the election. If, while serving as an officer on the OKSTE Board of Directors, the officer becomes disassociated with an educational entity as described above (including

but not limited to retirement or private sector employment) but desires to remain in the office, said member shall obtain an individual membership and petition the board to remain in office. The issue will be decided on a case-by-case basis by a Board of Directors vote. The President may also appoint Honorary and Affiliate Members to the Board in support of the organization's mission.

Section 3. Terms of Executive Committee and Board of Directors

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 3-year terms on a staggered rotation. Expiring seats will be filled annually by board member nomination and membership vote.
- Non-voting members such as Affiliate and Honorary Representatives shall be appointed annually by the OKSTE President and confirmed by the Board of Directors.
- Active Past Presidents are lifetime members of the Board of Directors.

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

Board of Directors Expiring Terms:

Notice that the Board of Directors has expiring terms and is seeking nominations, shall be made available by the Nominations Committee to voting members for 90 days before the annual meeting. Nominations shall be in writing and shall include a brief resume and a written consent of the nominee to be nominated and to serve if elected. In order to accept, nominations must be received no later than 60 days before the annual membership meeting. If no nominations are received for any open position, candidates will be provided by the Nominations Committee. Election ballots will be made available to the full voting membership electronically. The voting window will be open three days. All ballots shall be due by 5:00 p.m. on the first day of the annual conference. Election results will be determined by a plurality of votes received. Election results will be reported to the membership at the Annual Membership Meeting, on the second day of the annual conference. A full term on the Board of Directors shall be three consecutive years.

Executive Committee:

The OKSTE Board of Directors will elect the Vice President annually in September for the upcoming year as follows:

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

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 first regular meeting of the Board of Directors following the annual conference.

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 Board of Directors 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 Board of Directors for possible adoption no later than June 30th for the upcoming fiscal year. The President shall be responsible for the annual evaluation of the Executive Director with input from the Board of Directors.

Section 6. Duties of the President Elect

The President Elect shall succeed to the President. He/she shall perform the duties of the President in the event of the President's inability to be present. He/she will assist the President to accomplish the annual objectives for the organization 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 duties of the President 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 the organization's 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 Board of Directors. He/she will serve as mentor to the Vice President. The Past President will monitor board proceedings to ensure compliance with the organization's rules of order.

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 Board of Directors 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.

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. Upon recommendation by the Executive Director and Board of Directors vote, the Treasurer will be re-employed annually in May for the upcoming fiscal year.

Section 12. Duties of the Quadrant Leaders

Quadrant Leaders are the chief officers for each of the OKSTE defined geographical areas. The Quadrant Leader acts 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 Committee – 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 Board of Directors nominations and elections and the recommendations for annual OKSTE awards – Teacher of the Year - "Making IT Happen" Award, Technology Leader of the Year, Outstanding Technology Integration District .
- 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 to develop and present the annual budget to the Board of Directors for approval and to provide oversight of the financial condition of the organization and annual audit of financial records of same.

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 **Board of Directors**. All member and financial records shall be placed in the 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. Amendments may be proposed by the **Board of Directors** on its own initiative, or upon petition of any fifty (50) Regular Members addressed to the Board. All such proposed amendments shall be presented by the Board to the Membership.

Adopted November 2023 by full membership vote and will replace and supersede all other versions of the OKSTE Constitution.
