



Oklahoma Music Educators Association
A Federated State of the
National Association for Music Education

BYLAWS

**An Oklahoma Nonprofit
Music Education Corporation**

Revised August 2024

**PO Box 886
Muskogee, OK 74402
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OKLAHOMA MUSIC EDUCATORS ASSOCIATION

CONSTITUTION

Article I – Name

This organization shall be known as the “Oklahoma Music Educators Association,” a corporation hereafter designated as “OkMEA” or the “Association.”

Article II – Purpose

This Association shall operate exclusively for educational purposes as designated in Section 501(c)(3) of the Internal Revenue Code. The purpose of this Association shall be for the “promotion and advancement of music education in the state of Oklahoma.” OkMEA shall:

- (a) ensure that every student in grades K-12 receives a high-quality, sequential music education, provided by a certified music educator.
- (b) provide professional development for pre-service and in-service music teachers.
- (c) advocate for the value of music education.
- (d) recognize outstanding student musicians in Oklahoma through OkMEA All-State organizations.
- (e) mentor music educators during their first three years in a classroom setting.

Article III - Membership

Membership in the Association shall be divided into such classifications allowing distinction for membership dues, voting privileges, election of officers, or for such other purposes that may be further stated in the OkMEA Bylaws and/or OkMEA Handbook.

Article IV – Government

The governing body of the Association shall consist of the OkMEA Board of Directors and shall have, hold and administer all the property, funds, and the affairs of the Association. Provisions for the regulation of the governance and intragroup processes shall be stated in the OkMEA Bylaws and OkMEA Handbook.

Article V – Administration

The administrative body of the Association shall consist of the Administrative Personnel of which members shall act in an administrative/advisory ex-officio capacity to the Board of Directors. Provisions for the regulation of intragroup processes shall be stated in the OkMEA Bylaws and/or OkMEA Handbook.

Article VI – Elections and Appointments

The governing body of the Association shall be determined by membership election or by appointment by the President should a vacancy occur. The processes of election and appointment of members to the Board of Directors and the Administrative Personnel shall be provided for in the OkMEA Bylaws and/or OkMEA Handbook.

Article VII – Amendments

This Constitution may be altered or amended by an approving vote of simple majority of those members comprising a quorum during an electronic vote of the membership.

Article IX – Dissolution

In the event of dissolution of this Association, the Executive Director and the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the Association. Dissolution of assets must be exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Association is then located exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

OKLAHOMA MUSIC EDUCATORS ASSOCIATION

BYLAWS

Bylaw I – Affiliations

Section 1. National Association Affiliation

OkMEA is a federated state association of the National Association for Music Education (NAfME).

Section 2. Political Affiliation

No substantial part of the activities of the Association shall be to influence legislation or to participate or intervene in any political campaign on behalf of any candidate for public office.

Bylaw II - Relationships

This Association shall maintain a cooperative relationship with state teacher-related organizations, including, but not limited to, the Oklahoma State High School Activities Association (OSSAA) and the Oklahoma State Department of Education (OSDE). The Association shall consider cooperative relationships with other organizations that seek to promote music education in the state of Oklahoma.

Bylaw III - Membership

Section 1. Membership Term

- 1.1 Active membership shall be on a continuous annual basis.
- 1.2 The anniversary date of active membership shall be determined by the initial payment of membership dues.
- 1.3 Membership shall lapse if prescribed dues are not submitted within ninety (90) days (or revision thereof) of the anniversary date.

Section 2. Membership Classification

- 2.1 Active Membership
 - 2.1.1. Eligibility: Active Membership shall be open to all persons engaged in music teaching or other music education related work.
 - 2.1.2. Privileges: Active Membership shall provide the privileges of participation in the activities of the Association, including the right to vote, the right to hold elected office, the right to hold appointed office, and the right of admission to meetings and events of the Association. Active Membership shall include the right to audition students for the OkMEA All-State organizations.
 - 2.1.3. Services: Active Membership shall include an annual subscription to all official publications of the Association, including *Oklahoma Music*.
 - 2.1.4. Unified Membership: Each active member shall hold concurrent membership in NAfME.
- 2.2 Life Membership
 - 2.2.1. Eligibility: Life Membership shall be open to all persons engaged in music teaching or other music education related work.
 - 2.2.2. Privileges: Life Membership shall provide the privileges of participation in the activities of the Association, including the right to vote, the right to hold elected office, the right to hold appointed office, and the right of admission to meetings and events of the Association.
 - 2.2.3. Services: Life Membership shall include an annual subscription to all official publications of the Association, including *Oklahoma Music*.
 - 2.2.4. Unified Membership: Each life member shall hold concurrent membership in NAfME.
- 2.3 Introductory Membership
 - 2.3.1. Eligibility: Introductory Membership shall be open to all persons engaged in their first year of contracted teaching and who have held active NAfME-Collegiate membership in the preceding academic year. Introductory Membership is limited to one membership year.

- 2.3.2. Privileges: Introductory Membership shall provide the privileges of participation in the activities of the Association, including the right to vote and the right of admission to meetings and events of the Association. Introductory Members are excluded from the right to hold elected or appointed office.
- 2.3.3. Services: Introductory Membership shall include an annual subscription to all official publications of the Association, including *Oklahoma Music*.
- 2.3.4. Unified Membership: Each introductory member shall hold concurrent membership in NAFME.
- 2.4 Collegiate Membership
 - 2.4.1. Eligibility: Collegiate Membership shall be open to all persons enrolled in music educator programs at the college or university level. Collegiate students serving under a classroom teaching contract are not eligible for Collegiate Membership.
 - 2.4.2. Privileges: Collegiate Membership shall provide the privileges of participation in the activities of the Association including the right of admission to meetings and events of the Association. Collegiate Members are excluded from the right to vote or hold OkMEA elected or appointed office. Collegiate Members shall have the right to hold an elected or appointed office in COkMEA.
 - 2.4.3. Services: Collegiate Membership shall include an annual subscription to all official publications of the Association, including *Oklahoma Music*.
 - 2.4.4. Unified Membership: Each introductory member shall hold concurrent membership in NAFME.
- 2.5 Retired Membership
 - 2.5.1. Eligibility: Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work and who have been members of NAFME for at least ten consecutive years prior to seeking retired membership status.
 - 2.5.2. Privileges: Retired membership shall provide the privileges of participation in the activities of the Association, including the right to vote, the right to hold elected office, the right to hold appointed office, and the right of admission to meetings and events of the Association.
 - 2.5.3. Services: Retired membership shall include an annual subscription to all official publications of the Association, including *Oklahoma Music*.
 - 2.5.4. Unified Membership: Each retired member shall hold concurrent membership in NAFME.
- 2.6 Associate Membership
 - 2.6.1. Eligibility: Associate Membership shall be open to all persons *not* engaged in music teaching or other music education related work.
 - 2.6.2. Privileges: Associate Membership shall provide the privileges of participation in the activities of the Association including the right of admission to meetings and events of the Association. Associate Members are excluded from the right to vote or hold OkMEA elected or appointed office
 - 2.6.3. Services: Associate Membership shall include the option to purchase an annual subscription to *Oklahoma Music*.
 - 2.6.4. Unified Membership: None.

Bylaw IV - Dues and Fees

Section 1. Membership Dues (OkMEA)

- 1.1 Active Membership dues shall be set by the Board of Directors and added to the amount of dues required for active membership in NAFME.
- 1.2 Life Membership dues are prescribed by NAFME (3000 percent of active membership dues).
- 1.3 Introductory Membership dues shall be one-half the amount of OkMEA active membership dues and shall be added to the amount of dues required for introductory membership in NAFME (50 percent of active membership dues).
- 1.4 Collegiate Membership dues shall be set by the Board of Directors and added to the amount of dues required for collegiate membership in NAFME (30 percent of active membership dues).
- 1.5 Retired Membership dues shall be set by the Board of Directors and added to the amount of dues

- required for retired membership in NAFME (50 percent of active membership).
- 1.6 Associate Membership dues shall be set by the Board of Directors and shall be independent of NAFME.

Section 2. Fees

All fees for receiving OkMEA services or for participating in OkMEA activities, including registration fees to the Fall and Winter conferences and advertising rates to OkMEA publications shall be set by the Board of Directors.

Section 3. Remittance of Dues and Fees

- 1.1 Dues for all memberships, except Associate membership, shall be included in payment due to NAFME for corresponding NAFME membership.
- 1.2 Dues for Associate Membership shall be paid directly to the OkMEA Office.
- 1.3 Fees for services, participation in activities and advertising shall be paid, as directed, to the appropriate OkMEA officer, representative, and/or headquarters office.

Bylaw V - Government

Section 1. Authority

Authority for action regarding the policies, procedures, management and actions of the Association shall be vested in the OkMEA Board of Directors.

Section 2. Board of Directors

The Board of Directors shall be comprised of the elected officers and ex-officio chairs and shall represent the voting body of the leadership for the Association:

- 2.1 OkMEA Executive Committee
- 2.1.1. Composition: The OkMEA Executive Committee shall be composed of the President, President-Elect and Immediate Past-President.
- 2.1.2. Responsibilities: The OkMEA Executive Committee shall provide direction and leadership for the Association and its membership. The Executive Committee shall oversee the governance and administration of the Association and its activities. The Executive Committee may confer and report on issues pertinent to the Association. Specific position responsibilities shall be outlined in the OkMEA Handbook. The President-Elect shall hold the right to vote. The President and Past President shall serve in an ex-officio, non-voting capacity. In the event of a tie, the President shall offer the tie-breaking vote.
- 2.2 OkMEA Vice Presidents and COkMEA President
- 2.2.1. Composition: OkMEA Vice-Presidents shall include Elementary Vice-President, Choral Vice-President, Band Vice-President, Orchestra Vice-President, Higher Education Vice-President, and COkMEA President.
- 2.2.2. Responsibilities: The OkMEA Vice-Presidents and COkMEA President shall provide direction, leadership and act as a representative for their respective disciplines. Specific position responsibilities shall be outlined in the OkMEA Handbook. They shall hold the right to vote.
- 2.3 OkMEA Performing Ensemble Chairs
- 2.3.1. Composition: OkMEA Performing Ensemble Chairs shall include the Circle the State with Song Chair, Children's All-State Chair, Treble Chorus Chair, Mixed Chorus Chair, Symphonic Band Chair, Wind Symphony Chair, Jazz Ensemble Chair, Orchestra Chair, The Collective Chair, and Intercollegiate Band Chair.
- 2.3.2. Responsibilities: The OkMEA Performing Ensemble Chairs shall provide direction, leadership and act as a representative for their respective performing ensembles. Specific position responsibilities shall be outlined in the OkMEA Handbook. They shall service in an ex-officio, non-voting capacity.

2.4 OkMEA Committee Chairs

- 2.4.1. Composition: OkMEA Committee Chairs shall include the Mentorship Co-Chairs, Membership Chair, and Advocacy Chair. Other committees, including nomination and election committees, may be appointed by the President of the Association.
- 2.4.2. Responsibilities: The OkMEA Committee Chairs shall provide direction, leadership and act as a representative for their respective committees. Specific position responsibilities shall be outlined in the OkMEA Handbook. They shall serve in an ex-officio, non-voting capacity.

Bylaw VI - Administration

Section 1. Authority

The Administrative Personnel may make recommendations to the Board of Directors regarding the policies, procedures, management and actions of the OkMEA. The Administrative Personnel shall serve in an ex-officio, non-voting capacity.

Section 2. Administrative Personnel

2.1 OkMEA Staff

- 2.1.1. Composition. OkMEA Staff shall include administrative positions that are designated for specific operational areas of the Association. It shall include the Executive Director and the Financial Director. Designated positions shall be outlined in the OkMEA Handbook. The Executive Director and the Financial Director shall serve on the Board of Directors in an ex-officio, non-voting capacity.
- 2.1.2. Responsibilities. OkMEA Staff shall coordinate, manage, and maintain specific areas pertaining to the operations, actions, and the well-being of the Association. Specific responsibilities shall be outlined in the OkMEA Handbook.

2.2 OkMEA Non-Salaried Personnel

- 2.2.1. Composition. Non- Salaried Personnel shall include operational support positions that are designated for specific operations and/or events of the Association. Designated positions shall be outlined in the OkMEA Handbook.
- 2.2.2. Responsibilities. Non-Salaried Personnel shall provide management support to specific areas pertaining to the operations, actions, and the well-being of the Association. Specific responsibilities shall be outlined in the OkMEA Handbook.

Bylaw VII - Terms, Conditions, Succession of Office

Section 1. Terms of Office

1.1 OkMEA Executive Committee

The President-Elect shall serve two years as President-Elect, two years as President, and two years as Past President. The term of office is six years.

1.2 OkMEA Vice Presidents and COkMEA President

- 1.2.1. The Vice Presidents shall serve a two-year term.
- 1.2.3. The President-Elect, Elementary Vice President, and Band Vice President's terms shall begin in odd-numbered years.
- 1.2.4. The Choral Vice President, Orchestra Vice President, and Higher Education Vice President's term shall begin in even-numbered years.
- 1.2.5. The COkMEA President shall serve a one-year term.

1.3 OkMEA All-State Chairs

- 1.3.1. The Children's All-State, Choral, and Band committee members shall serve a four-year term.
- 1.3.2. The Orchestra and Jazz Ensemble committee members shall serve a three-year term.
- 1.3.3. The Intercollegiate Band Chair shall serve a two-year term.

1.4 OkMEA Committee Chairs

The committee chairs shall serve a one-year term, renewable each year.

1.5 Administrative Personnel

1.5.1 Administrative Personnel shall serve one-year terms, renewable each year.

1.5.2. The Administrative Personnel review and retention process shall be outlined in the OkMEA Handbook.

Section 2. Conditions of Office

2.1 OkMEA Executive Committee

The Executive shall retain active membership in NAFME/OkMEA.

2.2. OkMEA Vice Presidents and COkMEA President

The Vice Presidents and COkMEA President shall retain active membership in NAFME/OkMEA.

2.3. OkMEA All-State Chairs

Each All-State committee member shall retain active membership in NAFME/OkMEA.

2.4. OkMEA Committee Chairs

Committee Chairs shall retain active membership in NAFME/OkMEA.

2.5 Administrative Personnel

Administrative Personnel shall retain appropriate membership in NAFME/OkMEA.

Section 3. Succession of Office

3.1 OkMEA Executive Committee

The office of President-Elect is succeeded by the newly-elected officer from the biennial OkMEA membership election. The office of President and Immediate Past-President are filled by automatic succession.

3.2 OkMEA Vice Presidents and COkMEA President

1.2.1. Vice Presidents: The Vice Presidents shall be succeeded by the newly-elected officers from the OkMEA membership election.

1.2.2. COkMEA President: The COkMEA President shall be succeeded by the newly-elected officer from the annual COkMEA membership election.

3.3 OkMEA All-State Chairs

All-State Chairs shall be succeeded by newly-appointed representatives who were recommended by the committee and approved by the Board of Directors.

3.4 OkMEA Committee Chairs

Committee Chairs shall be reappointed or succeeded by newly-appointed representatives and approved by the Board of Directors.

3.5 Administrative Personnel

Administrative Personnel shall be reappointed or succeeded by newly-appointed representatives.

Section 4. Vacancies

4.1 OkMEA Executive Committee

4.1.1. President: Should a vacancy occur in the office of President, the President-Elect shall assume the unexpired portion of the term and then succeed to a full two years as President.

4.1.2. President-Elect: Should a vacancy occur in the office of President-Elect, a special election shall be held to fill the vacancy.

4.1.3. Past President: Should a vacancy occur in the office of Past President, the OkMEA President, in accordance with the OkMEA Handbook and with majority approval of the Board of Directors, shall appoint a previous Past President of OkMEA to fill the vacancy.

4.2 OkMEA Vice Presidents and COkMEA President

- 4.2.1. Vice Presidents: Should a vacancy occur in an office of Vice President, the OkMEA President, in accordance with the OkMEA Handbook and with majority approval of the Board of Directors, shall make appointments to fill such vacancies.
 - 4.2.2. COkMEA President: Should a vacancy occur in an office of COkMEA President, the COkMEA President-Elect shall assume the office and serve the remainder of the term as well as the regular full term. A special election may be held to fulfill the role of President-Elect by the COkMEA membership.
- 4.3 OkMEA All-State Chairs
Should a vacancy occur on an All-State committee, the OkMEA President, in accordance with the OkMEA Handbook and with majority approval of the Board of Directors, shall make appointments to fill such vacancies based on committee recommendations.
- 4.4 OkMEA Committee Chairs
Should a vacancy occur on other committees, the OkMEA President, in accordance with the OkMEA Handbook with majority approval of the Board of Directors, shall make appointments to fill such vacancies.
- 4.5 Administrative Personnel
Should a vacancy occur in an administrative personnel position, the OkMEA President, in accordance with the OkMEA Handbook and with majority approval of the Board of Directors, shall make appointments to fill such vacancies.

Bylaw IX - Intragroup Process

Section 1. Election of Officers

- 1.1. Nominating and Election Committees
 - 1.1.1. At the January meeting of the Board, the President shall, with the approval of the Board of Directors, appoint a nominating committee of six members, consisting of the Executive Director, President, President-Elect, and three past presidents or past divisional vice presidents, each from a different division.
- 1.2. Nominating and Election Committee Chair
The Executive Director shall serve as chair of the Nominating Committee.
- 1.3. Nominating Procedure
 - 1.3.1. The nominating committee will solicit recommendations from the OkMEA membership and the Board of Directors for each position.
 - 1.3.2. The nominating committee will vet candidates according to the essential qualifications outlined in the OkMEA Handbook.
- 1.4. Slate of Nominees
 - 1.4.1. The slate of nominees shall consist of two candidates and a first and second alternate, if possible, for each office.
 - 1.4.2. The slate shall be presented to the Board of Directors for approval.
 - 1.4.3. The slate of candidates shall be announced using OkMEA media and publications.
- 1.5. Voting
 - 1.5.1. Elections shall be conducted electronically.
 - 1.5.2. Elections shall open on September 5 and close on October 1.
- 1.6. Selection of Officers
A majority of the votes cast shall constitute the selection of officers by the membership.
- 1.7. Verification of Results
Election results shall be collected and counted as outlined in the OkMEA Handbook.

Section 2. Special Election

Should a vacancy in the office of President-Elect occur, the President, with the majority approval of the Board of Directors, may call for a ballot vote by the membership prior to the regularly scheduled election in order to fill the vacancy.

Section 3. Reelection of Officers

Officers of the Board of Directors may not succeed themselves but may return to office after a period of two years has lapsed.

Section 4. Appointment of OkMEA All-State Chairs and Committee Chairs

- 4.1. OkMEA All-State Chairs: OkMEA All-State Chairs shall be approved by a majority vote of the Board of Directors. OkMEA All-State Chairs are recommended by their respective committees.
- 4.2. OkMEA Committee Chairs: The President, with the majority approval of the Board of Directors, shall appoint OkMEA Committee Chairs.

Section 5. Appointment of Administrative Personnel

The President, with the majority approval of the Board of Directors, shall appoint administrative personnel.

Section 6. Meetings of the Board of Directors

- 6.1 Convening
The Board of Directors shall convene a minimum of four times per calendar year.
- 6.2 Quorum
A quorum of not less than 5 (50%) of the members of the Board of Directors shall be required for the transaction of business.
- 6.3 Meetings by Electronic Means
When necessary, a quorum of the Board of Directors may transact business by electronic means. This includes, but is not limited to, conference calls, video conference calls, and electronic meetings via email. Official minutes will be taken and available to the OkMEA membership.

Section 7. Meetings of the Association

- 6.1 Convening
The annual meeting of the Association shall commence during the annual OkMEA Winter Conference.
- 6.2 Quorum
A quorum of not less than 50 voting members shall be required for the transaction of business that requires a vote of the membership.
- 6.3 Meetings by Electronic Means
When necessary, a quorum of the OkMEA membership may transact business by electronic means. This includes, but is not limited to, voting electronically for officers.

Section 8. Parliamentary Procedure

Robert's Rules of Order Newly Revised, shall govern all Board of Directors' business meetings, divisional business meetings, and the annual meeting of the Association.

Section 9. Ethics

Members of the Board of Directors, Committee Chairs, and Administrative Personnel shall act in the best interests of the Association and shall conduct themselves in a professional manner when representing the Association.

- 9.1 Officer Elections
 - 9.1.1. Campaigning: Candidates for OkMEA office shall not actively organize or participate in campaign practices designated on their behalf. OkMEA members or associates shall not outwardly demonstrate support of, or demonstrate in, campaign practices the exhibit partiality to any candidate for office.
 - 9.1.2. Accepted Practice: Accepted practice pertaining to political action on behalf of a candidate for OkMEA office shall be outlined in the OkMEA Handbook. Failure to comply with such accepted practice may result in the disqualification of a candidate.

- 9.2 Equal Coverage
- 9.2.1. Candidates for all OkMEA offices shall provide biographical information for the purpose of informing the membership of one's qualifications and background. Biographical information shall be published using OkMEA media and publications.
- 9.2.2. Candidates for all OkMEA offices shall provide a vision statement for OkMEA along with their biographical information.
- 9.2.3. The OkMEA Executive Director shall accord equal coverage to the candidates for each OkMEA office. The OkMEA Executive Director shall in no way show favoritism toward any candidate. Official publications of the Association shall not reflect the endorsement of candidates, nor shall articles that support a candidate be allowed for submission.
- 9.3 Political Issues
- No member of the Board of Directors or Committee Chair may use his/her privilege to membership contact information to contact the comprehensive membership, or division thereof, regarding political issues, political candidates, educational policies, commercial endorsements, or other political issues.
- 9.4 Confidentiality
- Personal and professional profile information for members of the Association shall remain confidential and shall not be distributed to outside sources, in any form, without written consent from the individual Member.

Bylaw X - Administrative Process

Section 1. Administrative Direction

The Executive Director shall oversee all administrative activities of the Association and shall report directly to the Executive Committee.

Section 2. Fiscal Year

The Association's fiscal year shall be from July 1 to June 30 of the following year.

Section 3. Contracts

The Board of Directors may authorize any officer or agent of the Association to enter into any contract or execute any item or service in the name of and on behalf of the Association. Such authority may be general or may be confined to specific instances.

3.1. OkMEA Staff

3.1.1. The Board of Directors shall review and approve a contract and compensation package for OkMEA Staff positions on an annual basis.

3.1.2. A review of duty performance by the Board of Directors shall occur prior to the reissuing of contracts to OkMEA Staff.

3.2. OkMEA Non-Salaried Personnel

The Board of Directors shall have the authority to authorize contracts and compensation packages to be made "in-kind" for non-salaried services rendered.

3.3. Contracted Service

The Board of Directors shall have the authority to authorize forms of compensation, financial or otherwise, for services rendered from an outside source.

Section 4. Financial Responsibility

Notwithstanding any other provisions as stated in the OkMEA Constitution, Bylaws, and/or OkMEA Handbook, the Association shall not become involved with activities not permitted a corporation exempt from the Federal Income Tax Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law.

- 4.1 Financial Planning
 - 4.1.1. The Association shall establish and maintain a financial advisement committee to review and plan for the financial actions of the Association. Financial planning shall include, but not limited to, reserve funds, investments, events and projects, and annual operating Procedure.
 - 4.1.2. The Executive Committee, Executive Director, and Financial Director shall present recommendations from the financial planning committee to the Board of Directors of annual approval.
- 4.2 Financial Accounting
 - 4.2.1. Distribution of Income: No part of the net earnings of the Association shall be to the benefit of or be distributable to its members, trustees, officers, or other private persons. The Association shall be authorized and empowered to pay reasonable compensation for services rendered.
 - 4.2.2. Deposits: All funds of the Association shall be deposited, as necessary, to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may approve.
 - 4.2.3. Financial Reports: The Financial Director, with contributions from the Executive Director shall prepare a written financial report for each Board of Directors meeting.
 - 4.2.4. Reserve Funds and Investments: Funds shall only be withdrawn from these accounts after approval by a majority of the Board of Directors.

Section 5. Disclosure

- 5.1 The Association shall remain compliant with the Federal Income Tax Section 501(c)(3) of the Internal Revenue code with regard to the transparency of the Association's books and records.
- 5.2 The Association shall keep accurate and complete books and records of financial accounting and documentation of the actions of the Board of Directors and the Association.

Bylaw XI - Committees of the Association

Section 1. Formation, Governance, Terms and Conditions

- 1.1. The Executive Committee and/or Board of Directors shall have the authority to form and dissolve Committees of the Association designated for educational and or operational purposes.
- 1.2 The Executive Committee and/or Board of Directors shall have the authority to establish the structure and governance, if any, of committees of the Association.
- 1.3 The Executive Committee and/or Board of Directors shall have the authority to approve the terms and conditions of Committees of the Association meetings.

Section 2. Standing Committees

Standing committees shall be established and function for the purpose of providing leadership, advice and/or action on ongoing issues related to music education or the administration and operations of the Association.

Section 3. Ad-Hoc Committees

Ad-Hoc committees shall be established and function for the purpose of providing leadership, advice and/or action on specific and relevant issues related to music education or the administration and operations of the Association.

Bylaws XII - Outreach

Section 1. Development, Purpose, Structure, and Operations

- 1.1. The Association shall develop and maintain a branch of the Association designated as "Outreach" that shall be outlined in the OkMEA Handbook.
- 1.2. The purpose of outreach shall be to provide leadership and aid with respect to the most recent and relevant issues regarding music education and/or the administration and operations of the Association.

- 1.3 The structure and operations of the outreach branch of the Association and its activities shall have the flexibility to allow for effective strategies to aid in the fulfillment of its purpose.

Section 2. Conferences

The Association shall provide events that provide high-quality professional development opportunities for its members. Specific details regarding all aspects of the professional development events shall be outlined in the OkMEA Handbook.

Bylaw XIII - Amendments

These Bylaws may be altered or amended by an approving vote of simple majority of those members comprising a quorum at the annual meeting of the Association or by a quorum of electronic ballot participation.