

## **ORAL HISTORY IN THE MID-ATLANTIC REGION**

### **CONSTITUTION**

**December 2001, rev. Winter 2011, rev. Winter 2015**

#### **Article I Name**

Section 1. The name of the organization shall be Oral History in the Mid-Atlantic Region, hereafter designated also by the acronym OHMAR.

#### **Article II Objectives**

Section 1. Oral History in the Mid-Atlantic Region (OHMAR) is a professional organization established to provide a means for effective cooperation among persons, programs, and institutions concerned with the documentation of human experience; to stimulate research in the techniques and uses of oral history; to promote the development and adoption of sound principles and standards by all agencies, public and private, that have responsibility for the collection and preservation of historical information obtained through the techniques of oral history; to foster a better understanding of the nature and value of oral history; to maintain and strengthen relations of oral historians with archivists, historians, librarians, educators, public administrators, and independent researchers; and to cooperate with other professional, cultural, and educational institutions having mutual interests in the preservation of our recorded heritage.

Section 2. OHMAR will conduct and sponsor regular meetings, workshops, and programs to accomplish these goals.

#### **Article III Membership**

Section 1. Individual membership will be open to anyone interested in the objectives and programs of OHMAR, primarily the residents of the Middle Atlantic region - Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia—but not limited to these geographic boundaries.

Section 2. Institutional membership shall be open to libraries, educational institutions, and other agencies and organizations concerned with or substantially interested in the objectives of OHMAR.

Section 3. Every individual member in good standing may vote at the business meetings of OHMAR and will receive relevant communications.

Section 4. The term of membership coincides with the calendar year.

#### **Article IV Officers and Governance**

Section 1. The Officers of OHMAR shall be President, Vice President, Secretary, Communications Director, and Development Director. All of the Officers shall be elected for a term of two years with the right to stand for reelection. **Effective January 2016, the president and vice president shall be elected in odd-numbered years, the secretary, communications director and development director shall be elected in even-numbered years. The treasurer shall be selected in even-numbered years and can serve as many terms as the Board deems necessary.** Officers will take office immediately upon election.

Section 2. The governance of OHMAR, the management of its finances and other affairs, and the regulation of its procedures, except as otherwise provided in the Constitution, shall be vested in a Board composed of the elected Officers, Treasurer, immediate Past President, and six members-at-large, each elected for a term of three years. The members-at-large are eligible for two consecutive terms. The elected Officers select a Treasurer for the organization, and the Treasurer can serve as many two-year terms as the Officers request.

Section 3. If a vacancy shall occur in the Board, or in any of the offices except the Presidency, due to resignation or a failure to fill a vacancy at election time, that vacancy may be filled by the Board, and the person designated shall hold the position for the unexpired term of the person vacating it. In the case of the Presidency, that vacancy, should it occur, shall be filled by the Vice President. In the event that there is no Vice President, the Board may appoint a new President.

#### **Article V Meetings**

Section 1. Each spring there shall be a membership and business meeting of OHMAR, the date and format to be determined by the Board

Section 2. At all business meetings of OHMAR, the number of members required to constitute a quorum shall be the number of individual members in good standing present and voting. A simple majority of those eligible to vote will secure passage of a motion.

Section 3. If the President and Board deem it necessary, additional meetings of the Board or of the entire membership may be called.

Section 4. Notice of each business meeting shall be given by the Secretary at least 20 days before the date of the meeting.

Section 5. The Board shall hold regular meetings, at least quarterly, which shall be called by the Secretary at the request of the President or three members of the Board.

Four members shall constitute a quorum.

## **Article VI Elections**

Section 1. The annual election of Officers, At-Large Members, and Nominating Committee shall take place either at or by the spring meeting at the decision of the Board.

Section 2. The Nominating Committee shall be composed of at least three members. This committee shall consult the membership for suggestions, shall prepare a slate of nominations for Officers, At-Large Members, and Nominating Committee and shall present its report, by any means designated by the Board, at least 20 days prior to the spring meeting. Any members desiring to stand for election should make his or her name known to the Nominating Committee. Nominations may also be made from the floor. In the event of a contested election, the elections shall be conducted by secret ballot.

Section 3. The Nominating Committee shall endeavor to present a slate that is geographically representative.

Section 4. Only members in good standing shall be eligible for nomination as Officers, At-Large Members, or Nominating Committee members.

## **Article VII Records**

Section 1. The minute books, annual committee reports, correspondence, and other records of OHMAR and its committees shall be preserved by the Officers and chairpersons of committees and shall be turned over promptly by them to the Secretary when their terms expire. Records that have ceased to be of use in conducting OHMAR business may, by direction of the Board, be turned over for preservation to a depository selected by it, providing that any records so deposited shall be easily available to the Officers of OHMAR on request.

## **Article VIII Amendments**

Section 1. Amendments to this Constitution must be proposed in writing by at least 10 members or a majority vote of the Board. Copies of the proposed amendments shall be prepared by the Secretary and emailed to all members at least 20 days in advance of the meeting at which they are to be considered. If approved by the Board, they may be ratified by a majority vote of the members attending a business meeting of OHMAR; if not approved by the Board, a two-thirds vote of the members in attendance will be required for passage.

## **Article IX Bylaws**

Section 1. The Board is authorized and directed to prepare, adopt, and amend the Bylaws so that they are in concurrence with the administrative practices of OHMAR. An up-to-date copy of these Bylaws shall be available to any member through a link on the OHMAR website and upon request to the Secretary. Any part of the Bylaws shall be subject to review by the membership at any business meeting and may be changed by a majority vote of those attending.

## **Article X Parliamentary Procedures**

Section 1. Robert's Rules of Order shall govern the proceedings of OHMAR, except as otherwise provided for in the Constitution, Bylaws, and special rules of the organization.

## **Article XI Disposition of Assets**

Section 1. OHMAR of itself shall be a nonprofit undertaking and no part of the assets or earnings of OHMAR shall be paid or inured to any member or Officer of OHMAR as profits or dividends. All such assets and earnings shall be utilized and invested as the Board deems advisable for the benefit of OHMAR and the advancement and accomplishment of its purposes. Upon dissolution, the assets of OHMAR, after satisfaction of all obligations in accordance with the law, shall be turned over to the ORAL HISTORY ASSOCIATION.

## **ORAL HISTORY IN THE MID-ATLANTIC REGION**

### **BYLAWS**

#### **Article I Name**

Section 1. The name of the organization shall be Oral History in the Mid-Atlantic Region, hereafter designated also by the acronym OHMAR.

#### **Article II Membership**

Section 1.

Annual dues for membership in OHMAR will be paid according to the following categories (1) individual membership, (2) student membership (3) life membership (4) institutional membership.

Section 2. Only individual and life members of OHMAR who have paid dues for the current calendar year are considered in good standing and have voting privileges.

#### **Article III Duties of the Officers**

Section 1. The President shall:

- (a) Direct and coordinate the business and activities of OHMAR.
- (b) Prepare the agenda and preside at all business and Board meetings. The Board meets at least four times per year. Additional meetings may be called as needed. Coordinate with the Secretary to prepare and distribute notice of meetings.
- (c) Identify current needs and appoint committee chairs for tasks such as Development, Education, Membership, and Programs with approval of the Board.
- (d) Serve as Ex-Officio member of all committees except the Nominating Committee.
- (e) Prepare and give a report to the membership at the annual business meeting.
- (f) With the advice and consent of the Board, choose the location and program chair for OHMAR meetings. Maintain contact with individuals planning OHMAR conferences and workshops.
- (g) Review all OHMAR materials, recommend revisions as appropriate, and arrange for publication to the membership.

Section 2. The Vice President shall:

- (a) Perform the duties of the President in the absence of the President.

- (b) Assist and work closely with the President on all matters, including planning for the conferences.
- (c) Review the archive materials at least once per year and ensure that they are kept up to date.
- (d) Schedule (with approval of the Board) a consistent day and time for regular Board meetings at the beginning of each year.
- (e) Perform the Past President's duties if the Past President is unable to do so.
- (f) Assume other duties as assigned by the President with approval of the Board.

Section 3. The Secretary shall:

- (a) Record minutes of business and Board meetings. Distribute these minutes to Board members following each meeting. At the end of each year, submit a copy of all minutes and any other significant reports to the Vice President for the OHMAR archives.
- (b) In cooperation with the President, prepare and send notices of business and Board meetings at least 20 days in advance of the meetings.
- (c) Receive and file all reports from the Treasurer and committee chairs.
- (d) Keep the OHMAR Board Manual (comprised of the History, Constitution, and By-Laws) up to date and posted on the OHMAR website. Contact each newly elected Board member and Nominating Committee member immediately upon their election and provide them with a copy of the Manual. Inform all members of updates to the Constitution and By-Laws as soon as they are approved by the Board and membership.
- (e) Maintain the address, email address, and telephone list of Board members and committee chairs.
- (f) Create and update welcome letter for new members as necessary. Coordinate with Treasurer to ensure that welcome letters are sent to all new members soon after they join OHMAR.
- (g) Maintain and update annual Board timeline/calendar and make available to Board members upon request.

Section 4. The Communications Director shall:

- (a) Prepare at least ten issues of the OHMAR **E-Bulletin** each year and coordinate with the Secretary and Treasurer to ensure its regular distribution to all members and to the OHA leadership. The E-Bulletin should include news from OHMAR members, regional and national oral history newsletters, and other appropriate sources.
- (b) Ensure that a copy of the current **E-Bulletin** is posted on the OHMAR website and that previous copies are provided to the Vice President for archiving.
- (c) Manage OHMAR's digital and social media presence (website, Facebook, Twitter etcetera).

Section 5. The Development Director shall:

- (a) Be responsible for all fundraising initiatives and activities of the organization.
- (b) Develop and implement an annual giving plan including the cultivation of new donors and the maintenance of relationships with existing donors and

supporters.

- (c) Participate in strategic planning and budgeting initiatives.
- (d) Work with the Treasurer to create an annual budget.
- (e) Coordinate with conference chairs to secure support for the annual meeting.
- (f) Assist the Pogue Award committee in contacting the annual awardee and ordering the plaque.

Section 6. The Past President shall:

- (a) Assist with transition of new officers following the spring meeting.
- (b) Serve as ex-officio member and chair of the Nominating Committee.
- (c) Coordinate the Pogue Award.
  - (1) Contact the former presidents in a timely manner and arrange for selection of recipient. Notify Board of the selection no later than 60 days prior to the spring meeting.
  - (2) Recommend an individual to conduct an interview with the awardee.
- (d) Purchase plaque and introduce the awardee at the spring meeting.
- (e) Pogue award nominees may not include current year Pogue Award committee members.
- (f) The deciding group's budget, including plaque, shall not exceed the amount approved by the Board.
- (g) The Vice President will perform any or all of the Past President's duties, if the Past President is unable to do so.

Section 7. Should any officer of the board be unable to complete her or his duties, the officer may resign from the board after providing at least two weeks' notice to the board. Should the board determine that one of its members has been unable to fulfill her or his duties, the board may remove that member of a two-thirds majority of the board (not just quorum) agrees.

#### **Article IV At-Large Members and Treasurer**

Section 1. Six members shall be elected to serve as At-Large members of the Board. Normally each At-Large member is elected for a term of three years, and can stand for a second consecutive term. However, it is desirable – although not mandatory - that one At-Large Board member be a student. If a student is elected to an At-Large position, that student can serve one term of 1-3 years, as determined by the President and approved by the Board.

Two At-Large Board Members shall be elected each year. Each At-Large Member shall:

- (a) Attend Board meetings and conferences.
- (b) Assist with program planning.
- (c) Provide **E-Bulletin** editor with news.
- (d) Pass on active files when leaving office.
- (e) After their first year of service, At-Large Board members are expected to serve in a leadership role on at least one committee (such as Development,

Education, Membership or Programs) upon recommendation of the President with approval of the Board.

Section 2. The Treasurer shall:

- (a) Manage the financial matters of OHMAR including collection of dues and meeting registration fees and payment of all bills.
- (b) Receive and bank all dues and other monies due to OHMAR.
- (c) Pay bills from officers and committee members when clearly authorized by the President or by the Board and when receipts for expenditures are attached.
- (d) Prepare and give to the President and the Development Director an annual financial report upon request. Present this financial report at the annual spring business meeting. Provide and updated financial report quarterly to the board.
- (e) Coordinate annual membership renewal with President, Communications Director, Development Director, and Secretary.
- (f) Oversee registration for all meetings and workshops.
- (g) Coordinate with Communications Director, Development Director, and Secretary to ensure that welcome letter is distributed to all new members soon after they join and that they receive the OHMAR **E-Bulletin** regularly.
- (h) Set up and maintain an electronic database of members. Keep membership records current and accurate. Provide updated electronic membership database to President, Communications Director, Development Director, and Secretary 30 days before the spring meeting and to the Board upon request.

Section 3. Should any At-Large member of the board or the Treasurer be unable to complete her or his duties, the officer may resign from the board after providing at least two weeks' notice to the board. Should the board determine that one of its members has been unable to fulfill her or his duties, the board may remove that member if a two-thirds majority of the board (not just quorum) agrees.

## **Article V Nominating Committee**

Section 1. There shall be a Nominating Committee composed of three members, one of whom is the immediate Past President. Two members shall be elected, one each year. Members of the Nominating Committee shall serve for two years. The immediate Past President will be chair of the committee. Nominating Committee positions are non-voting Board positions, although persons who are voting Board members by virtue of another position do serve on this Committee (i.e. the Past-President). It is advisable that this committee include at least one member who is not a current Board member.

- (a) The Chair shall initiate discussion of possible candidates.
- (b) The Committee shall prepare a slate of nominees for officer, at-large Board members, and nominating committee positions.
- (c) The Chair shall submit a slate of candidates to the President on or before January 15<sup>th</sup>. Notice of the slate of candidates must be made to the membership at least 20 days prior to the spring election.

- (d) The Chair reports the slate of candidates by or during the spring business meeting. Nominations may be proposed from the floor.
- (e) Elections results shall be included in the next **E-Bulletin** issued.

## **Article VI Other OHMAR Positions**

The voting members of the OHMAR Board include the President, Vice-President, Secretary, Communications Director, Development Director, Treasurer, the six At-Large Members, and the immediate Past-President. The permanent non-voting positions are the members of the Nominating Committee. The President (with approval of the Board) may create additional non-voting Board positions and designate any OHMAR member for these positions. If regular Board members happen to serve in these positions also, their right to vote (as regular Board members) remains intact. "Other Positions" include (but are not limited to) the following:

Section 1. OHA Liaison. The OHA Liaison shall:

- (a) Report OHMAR news to OHA publications, including information on new OHMAR officers, Board members, committee chairs, conferences, and workshops as appropriate.
- (b) Represent OHMAR at the State and Regional Committee meeting at OHA Annual Meeting. If not planning to be at the OHA conference, the OHA Liaison will ask someone who will be attending to represent OHMAR and report back.
- (c) Provide OHA news to the Communications Coordinator, including news of changes in OHA's leadership, to ensure OHA will receive copies of the OHMAR **E-Bulletin**.

Section 2. Program Chairperson/Local Arrangements Chair: Annual Conference

The President may appoint an OHMAR member/s to serve as Program Chairperson and/or a local arrangements chair for the annual conference. This member may be asked to attend Board meetings to report on conference plans.

The responsibilities include:

- (a) Work with designated Board members and regular members to plan the conference. Keep Board members informed of plans and projected costs. Obtain Board approval for expenses such as meeting space, meals, registration fees, honoraria and travel expenses for speakers, receptions, etc.
- (b) Coordinate registration and on-site planning with Treasurer and President.
- (c) Assist President in recruiting additional members as needed for assistance with conference tasks.