

# Constitution and By-Laws of Organization of Educational Historians

## **Article I: Name**

The name of this organization shall be the **Organization of Educational Historians** (hereinafter referred to as the “Organization” and abbreviated as “OEH”). The organization is to have perpetual existence.

## **Article II: Purpose**

The Organization endeavors to promote the contribution of historical analyses and interpretations of matters of concern to education, to promote the pursuit of educational history through opportunities for presentation and discussion of papers at annual meetings, to advance and improve the teaching of the history of education in institutions of higher education, to cultivate fruitful relationships between scholars in the history of education, and to encourage promising young scholars in the field of history of education.

## **Article III: Membership**

Any person willing to support the purposes of the Organization may become a member by paying the annual dues set by the Executive Committee of the Organization.

- A. Membership is for twelve months beginning in the month following the month of the business meeting at which the dues are paid.
- B. Members receive one copy of the Organization’s publications during their membership year.
- C. Members may vote in Organization elections, be elected to an Organization office, and serve on Organization boards and committees.

#### **Article IV: Officers and Duties**

The officers of the Organization include **President, Vice-President, Past President and, the Executive Secretary**. These officers constitute the Executive Committee of the Organization. The Executive Committee will, between annual business sessions, conduct the business of the Organization.

- A. The **President** of the Organization holds office for twelve months following his/her term as Vice-President. This term begins at the end of the Organization's annual business meeting.
  1. The President represents the Organization and speaks on established policies for the membership.
  2. The President presides at Organization meetings and, with the consent of the Executive Committee members, signs contracts for publications.
  3. In the event that an officer, staff, board or committee member is unable to complete his or her duties, the President, with the consent of the Executive Committee, may appoint another member to complete that term of office.
- B. The **Vice-President** holds office for twelve months.
  1. The Vice-President shall be elected at the Organization's annual business meeting. The term of office begins at the end of the Organization's annual business meeting.
  2. The Vice-President assists the President as requested. Also, the Vice-President serves as Program Chair and site coordinator for the annual meeting held during the year of his/her service.
  3. In the event that the President is unable to complete the term of office, the Vice-President will assume the duties of President.
- C. The Executive Committee shall, by majority vote, appoint an **Executive Secretary** who may receive a salary as determined by the Committee. The Executive Secretary shall advise the Committee and ensure that the Organization's policies are implemented in a timely manner.

1. The Executive Secretary shall serve for three years and may be reappointed by the Executive Committee. The Executive Secretary shall keep the minutes and current records of the Organization and the Executive Committee. This person shall manage the funds and the records of financial transactions. The individual shall prepare notices of meetings, shall conduct elections, and shall prepare financial statements and budget proposals, report at Annual meetings, and, as called upon from time to time, assist the President in matters which pertain to the general operation of the Organization.
2. The Executive Secretary will maintain a file of all correspondence and minutes of Executive Committee and Organization business meetings. These records will be made available to Organization members upon request.

D. The **Past-President** holds office for twelve months following his/her term as President.

1. The Past President will serve on the Executive Committee.
2. The Past President will provide counsel and guidance to the Executive Committee.
3. The Past President will chair the Nominations Committee.

#### **Article V: Staff and Duties**

The Staff of the Organization consists of the Editor and Managing Editor of the *American Educational History Journal*, the Editor of the Book Series, and the Membership Coordinator.

A. The **Editor** of the *American Educational History Journal* will serve for a term of three years that begins at the end of an annual business meeting. The Editor will be nominated by the Organization's Executive Committee and elected by the membership at an annual business meeting. The Editor may be re-elected, but may be removed from office by unanimous vote of the Executive Committee.

1. The Editor will propose editorial and publication policies for the journal and may propose policy changes at the annual business meeting or at another time at the request of the Executive Committee.

2. The Editor may appoint Associate Editors as necessary to conduct the business of publishing the journal.
  3. The Editor will propose members to serve on the Editorial Board to the Executive Committee which will approve the appointment of members to the Editorial Board.
  4. The Editor will provide a written report the membership at the business session of the annual meeting.
- B. The **Managing Editor** of the *American Educational History Journal* will serve for a term of three years that begins at an annual business meeting. The Managing Editor will be nominated by the Executive Committee and elected by membership at an annual business meeting. The Managing Editor may be re-elected, but may be terminated by unanimous vote of the Executive Committee.
1. The Managing Editor maintains institution and library subscription of the *American Educational History Journal*.
  2. The Managing Editor is responsible for overseeing the indexing of the American Educational History Journal in relevant academic databases.
  3. The Managing Editor will provide a written report to the membership at the business session of the annual meeting.
- C. The **Book Series Editor** will serve for a term of three years that begins at the annual business meeting. The Book Series Editor may edit or co-edit, with one or more Organization members, individual volumes in the series. The Book Series Editor will be nominated by the Executive Committee, using guidelines developed for the consideration of individuals for this post, and elected by the membership at an annual business meeting. The Book Series Editor may be re-elected, but may be terminated by unanimous vote of the Executive Committee.
1. The Book Series Editor will submit written proposals to the Executive Committee for each of the books planned during the Editor's tenure. The Executive Committee will approve proposed volumes in the book series.

2. The Book Series Editor will provide overall guidance to the planning and editing of volumes in the series. The Editor may propose to the Executive Committee, Organization members to serve on an advisory panel to assist in the development of these plans.
  3. The editor(s) of an individual book will select all manuscripts for inclusion in that particular volume.
  4. The Book Series Editor will provide a written report to the membership at the business session of the annual meeting.
- D. The **Membership Coordinator** shall be appointed biennially by a Vice-President with the consent of the Executive Committee for a two-year term.
1. The Membership Coordinator will propose to the Vice-President and the Executive Secretary plans to conduct approved activities to increase the number of members in the Organization and their participation in the Organization's annual meeting and other activities.
  2. The Membership Coordinator will co-ordinate his/her activities with the Executive Secretary and provide a written report to the membership at the business session of the annual meeting.
  3. A Membership Coordinator may be relieved of his/her duties on the recommendation of the appointing Vice-President or a unanimous vote of the Executive Committee. Notice of intent to terminate will be sent to Membership Coordinator in writing.
  4. The Membership Coordinator may be reappointed by an incoming Vice-President.

#### **Article VI. Committee and Boards**

The President, Vice-President, Past President and Executive Secretary constitute the Organization's Executive Committee which is chaired by the President. All committees authorized by the Constitution or by the Executive Committee will be appointed by the President with consent of the Executive Committee.

- A. The Program Committee assists the Vice-President in the preparation of the Program of the annual meeting. The Vice-President will nominate and the Executive Committee will approve members of the Committee. This Committee will review submitted proposals for individual presentations and symposia at the annual meeting.
- B. The Editorial Board will assist the Editor of the *American Educational History Journal*. The Editor will nominate and the Executive Committee will approve appointments to the Editorial Board.
- C. The Nominations Committee, chaired by the Past-President, will nominate at least two members for an open position in the Organization. The names placed in nomination will be published on the Organization website for at least 30 days prior to a vote being taken on the position.
- D. The President, with the approval of the Executive Committee, may appoint such ad-hoc committees as are necessary to complete identified tasks. The President will provide each ad-hoc committee with a written charge of the duties and a time line for the completion of the task(s).

#### **Article VII. Publications**

The Organization will issue such publications deemed important by the membership of the Organization to include, as a minimum, the following:

- A. The *American Educational History Journal*. This journal will consider for inclusion papers presented at the annual meeting and juried by the Editor and Editorial Board. Each member will receive, as part of membership dues, a copy of each number of the volume published during the membership year.
- B. Book Series. The Organization, upon approval by the Executive Committee of a proposal for a book, may publish one book each year in the Book Series.

#### **Article VIII. Annual Meeting**

The Organization will hold an annual meeting for the purpose of the presentation of scholarly papers in the history of education and for the conduct of business of the Organization. The dates and site of the next annual meeting will be announced to the Organization membership at the annual meeting and will be publicized through appropriate media.

- A. A registration fee for participation in the annual meeting will be established by the Executive Committee.
- B. The annual meeting will include a business session to receive reports from its officers, to vote to fill the position of Vice-President and staff (if necessary), to discuss organizational issues and concerns, and to conduct necessary business of the Organization.
- C. All members present at the annual business session are eligible to participate in the annual business session. For purposes of conducting business, 75% of all members present at the beginning of that session will constitute a quorum.

#### **Article IV. Amendments**

Amendments to this Constitution may be approved by an affirmative vote of two-thirds of the members who cast a ballot.

- A. Proposals for amendments will be presented, in writing, to the President of the Organization at least 120 days in advance of the annual meeting.
- B. Prior to a vote of the membership, proposed amendments will be posted on the Organization webpage for a period of not less than 90 days.
- C. Amendments to this Constitution may be approved by a vote of members present at the annual business session or members participation in a mail or electronic ballot.

#### **Article X. Adoption of This Constitution and By-Laws**

This amended Constitution and By-Laws were adopted at the annual meeting of the Organization of Educational Historians at the business meeting held on September 18, 2009.

## **By-Laws**

1. Dues. Dues for the Organization will be proposed by the Executive Committee and will be approved by a vote of the Organization membership at the business session of the annual meeting. The new dues will be collected beginning at the annual meeting following the meeting at which they were adopted.
2. Dates of Society Annual Meeting. The Organization's annual meeting will be scheduled and planned by the Executive Committee and announced at the end of the annual business meeting of the prior year.
3. Procedure. Meetings of the Society will be governed by the current edition of *Robert's Rules of Order*.