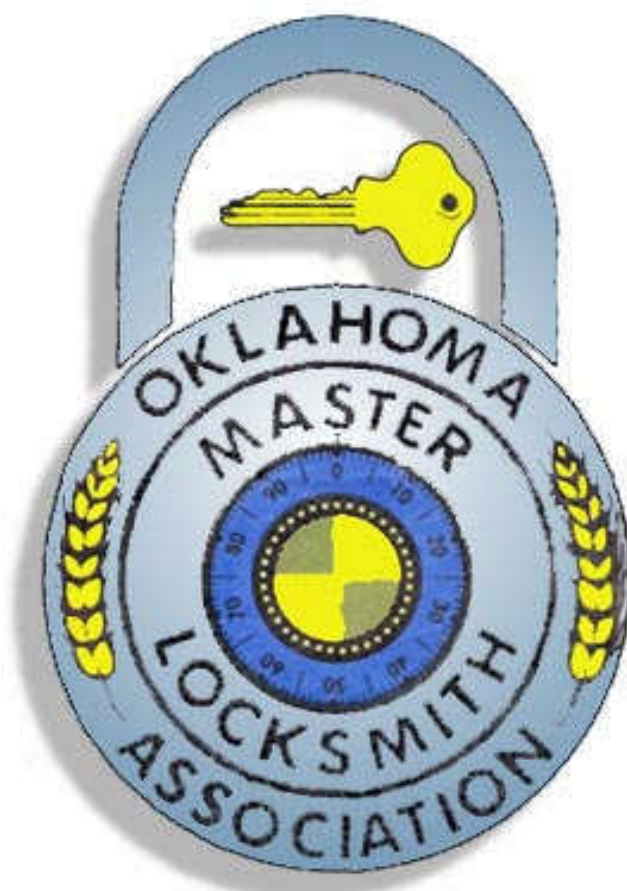


# CONSTITUTION AND BYLAWS



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**NOTES ON RULES**  
**CONSTITUTION AND BYLAWS**  
**OKLAHOMA MASTER LOCKSMITH ASSOCIATION**

**PREAMBLE**

Realizing the need for Cooperation among the lock and safe men of Oklahoma and a body to represent one of the oldest crafts in existence, as well as the mutual benefits to be derived by exchange of ideas and materials, promoting higher standards of security and dignity in the profession, the Oklahoma Master Locksmith Association is formed.

**ARTICLE I**

**Name, Emblem, and Colors**

Section 1. The name of this organization shall be Oklahoma Master Locksmith Association, hereafter referred to as OMLA.

Section 2. The emblem of OMLA shall be a combination padlock with a key, two seed heads of wheat, and the words "Oklahoma Master Locksmith Association" inset.

Section 3. The colors of OMLA shall be black, gold, silver and blue.

**ARTICLE II**

**Objects and Code of Ethics**

Section I. Objects of OMLA – It is the duty of every member to perpetuate the dignity of his chosen profession.

Section II. Code of Ethics of OMLA.

- A. To pursue his professional work in the spirit of fairness to his client, with fidelity to security in conformance with appropriateness, and with high ideals of personal honor.
- B. To properly and impartially analyze security problems receiving his attention and to advance the best possible solution for the protection of his client.
- C. To Conduct himself in a dignified manner, to avoid using any improper or questionable methods of soliciting professional work and to decline to pay or accept remuneration for such incompatible patron.
- D. To refrain from associating himself with or allowing the use of his name by any enterprise of questionable character, or in any manner countenancing misrepresentation.
- E. To cooperate in advancing the best interest of the locksmithing industry by interchange of general information and experience with his fellow locksmith.
- F. To encourage and promote loyalty for his craft and interest himself in public welfare, always ready to apply his special knowledge, skill, and training for the use and betterment of his craft.

Section 3. OMLA supports the aims and objectives of the Associated Locksmiths of America, and encourages membership in that organization.

## **ARTICLE III**

### **Membership**

#### Section I. Classification and Voting Privileges.

- A. Active – voting
- B. Allied – voting
- C. Apprentice – Non-voting
- D. Associate – Non-voting
- E. Life – Voting

#### Section 2. Requirements.

- A. Active
  1. Shall be confined to qualified locksmiths only. The technical qualifications shall be set forth by OMLA Board of Directors.
  2. Must be 18 years of age.
  3. Must have two years experience.
  4. Must attend at least 25% of the meetings per calendar year. (This requirement may be waived by the Board of Directors)
  5. Must pledge self to Objects and Code of Ethics.
  6. Must be a citizen of the United States of America.
  7. Must have fingerprints on file with OMLA.
  8. Must receive approval of a majority of the active members present at the meeting when vote is taken.
- B. Allied
  1. Shall be those individuals in the security industry whose goals and policies relate to those of the locksmith.
  2. Must be accepted by vote of the membership.
- C. Apprentice – Must meet requirements of active members with exceptions of age, experience, and technical qualifications.
- D. Associate – Those Manufacturing and Distributing and/of those engaged in supplying material, equipment, and services to the locksmith industry.
- E. Life
  1. Life memberships may be awarded to any active member who has faithfully served OMLA for a period of years and has retired from active locksmithing.
  2. Life memberships shall be on approval of a majority of active members present at the November meeting.

## **ARTICLE IV**

### **Government**

Section 1. Affairs of OMLA – The affairs of OMLA shall be governed by the Board of Directors, who shall have the supervision of these affairs within the limits of these Bylaws.

Section 2. Board of Directors

- A. The Board of Directors shall be composed of six officers, three directors, and the immediate past president.
- B. The Board of Directors shall be elected as per Roberts Rules of Order.
- C. No person shall be nominated to the Board of Directors without his prior consent.

Section 3. Quorum – Five members of the Board of Directors shall constitute a quorum.

## **ARTICLE V**

### **Officers and Directors**

Section 1. Officers – The elected officers of OMLA shall consist of a President, Vice-President, a Secretary, a Treasurer, a Sargent-at-arms, and a Newsletter Editor.

Section 2. Directors

- A. There shall be three directors.
- B. Location shall be considered when electing directors in order to have representation of all members.

Section 3. Term and Office

- A. A nomination committee shall be appointed by the Board of Directors in May preceding the November election. This Committee shall report the slate of officers or directors at the August meeting before the November election.
- B. All officers and directors shall be elected for a term of two years.
- C. The past president shall serve on the Board of Directors until replaced by the next immediate past president.
- D. All officers and directors term in office shall start January the first following their election.
- E. Officers and directors shall be elected on alternate years.

Section 4. Vacancies – Vacancies of elective positions occurring between election meetings by reason of removal, resignation, or death shall be filled by the Board of Directors.

## Section 5. Duties of Officers

### A. President

1. Shall be the principle executive officer and shall organize and preside at all meetings of OMLA and the Board of Directors.
2. Shall have the authority to call special meetings of OMLA or the Board of Directors.
3. Shall have the authority to countersign checks of OMLA.
4. Shall appoint committees as necessary.
5. Shall perform all the usual duties incident to his office and suggest such action as may be deemed likely to increase the usefulness of OMLA.

### B. Vice-President

1. Shall in the absence of the President preside at meeting of OMLA or the Board of Directors.
2. Shall assist and cooperate with the President in organizing programs for meetings.

### C. Secretary

1. Shall be responsible for the conduct of OMLA official correspondence, the preservation of its books and records, and such other duties as may from time to time be assigned to him/her by the Board of Directors.
2. Shall notify members whose dues are delinquent on February first and void such membership if dues are not paid in full by April first.
3. Shall control a petty cash fund not to exceed One Hundred dollars.
4. Shall keep membership records and provide members with a membership directory each May first.
5. Shall keep minutes of all Board and Membership meetings and provide copies to each Board member no more than 30 days after such meetings.
6. Shall report minutes at meetings unless waived by vote.
7. Shall notify members of the time and place of meetings.
8. Shall have the authority to countersign checks of OMLA.
9. Shall transfer all incoming funds to the Treasurer no later than 10 days following receipt of such funds.
10. Shall be responsible for collecting and recording payment of annual dues.

### D. Treasurer

1. Shall be in charge of OMLA funds and shall receive and disburse same upon instructions of the Board.
2. Establish and/or maintain a checking account in the name of OMLA with two signatures required. The two signatures shall be from the President, Secretary, and the Treasurer.
3. Shall pay and record all bills by check.
4. Shall receive all monies from any Board member, record and deposit same no later than 7 days after receipt.
5. Shall prepare a financial statement and report at all meetings unless waived by vote.
6. Shall be responsible for the preparation and filing of all tax forms for the association and insure their filing in time to meet the requirements of state and federal regulations.

### E. Sergeant-at-Arms

1. Shall be responsible for the set-up and arrangements of the meeting place for both membership and Board of Directors meeting.
2. Shall be the guardian of Law and Order during such Meetings.

- F. Newsletter Editor
  - 1. Shall be responsible for the compilation, publication, and distribution of the newsletter, official organ of OMLA.

Section 6. Duties of the Board of Directors

The duties of the Board of Directors shall include but not be limited to the following:

- A. Review and make recommendations on membership applications
- B. Consider items of business for presentation to the membership
- C. Set meeting places and times, at least one meeting to be held quarterly.
- D. Plan special programs and suggest fees, if any, for same.
- E. Make nomination for Life Memberships.
- F. Consider complaints.
- G. Suggest qualification tests for membership.

## **ARTICLE VI**

### **Dues**

Section 1. Dues Structure

- A. Dues in all member classifications shall be established by the Board of Directors.
- B. Members joining during the year shall pay prorated dues

Section 2. Delinquency – Any member who does not pay his dues by April first be dropped from the membership rolls.

## **ARTICLE VII**

### **Penalties**

Section 1. Cause to be expelled or suspended – A member may be expelled or suspended from OMLA for one Or more of the following reasons:

- A. Delinquent in payment of dues.
- B. Violation of Code of Ethics or Bylaws of OMLA.

Section 2. Reinstatement – Any member who shall have been expelled or suspended for non-payment of dues may be reinstated to membership upon payment of an application fee to be approved by the Board of Directors and the membership as per their policy and procedure.

## **ARTICLE VIII**

### **Amendments and Interpretation of Bylaws**

#### Section 1. Amendments

- A. Notice of proposed amendments shall be mailed at least ten days prior to the meeting date at which such amendments are to be voted on.
- B. Amendments shall be decided by a majority of those present at the membership meeting.

#### Section 2. Interpretation of Bylaws

- A. Interpretation of Bylaws shall be made by a majority of the Board of Directors.
- B. Unless otherwise provided in these Bylaws, Roberts Rules of Order shall prevail at Board and Membership meetings.

## **ARTICLE IX**

### **Pledges**

#### Section 1. **Pledge to membership**

“I\_\_\_\_\_do hereby accept membership in the Oklahoma Master Locksmith Association and understand that I shall be governed by the Constitution, Bylaws, Rules, Regulations, and Policies of said Association”.

#### Section 2. **Pledge to Duty**

“I\_\_\_\_\_do hereby swear to faithfully discharge the duties of my office to the best of my ability and I further pledge that in so doing I shall conform to the Constitution, Bylaws, Rules, Regulations, and Policies of the Oklahoma Master Locksmith Association”.

## **ARTICLE X**

### **General Provisions**

#### Section 1. Systems of Rules, Regulations, Policies and Operating Procedures.

- A. The Board will establish such Rules, etc., as may be necessary, within the confines of the Constitution and Bylaws (of in addition to but not in conflict with) for the conducting of Association business. All such established Rules shall be categorized, dated, and numbered, and a permanent book of such shall be maintained by each Board member. Revisions shall be distributed to Board members in a timely manner so that their individual books may be kept current. When a Board member leaves office, he shall pass his book on to his/her successor.
- B. Rules, etc., may be established by a simple majority vote of the Board, but to rescind a rule or regulation, etc., shall require a two-thirds vote of the board.
- C. Rules and regulations established by the Board shall be Published in the bulletin so as to keep the membership informed in a timely manner.

Approved  
2-6-93