

Oklahoma Credit Union Support Association

Agreement

Adopted 01.08.2025

Article I. Association Name

This association shall be known as “Oklahoma Credit Union Support Association”, hereinafter also referred to as “OCUSA”.

Article II. Mission

The OCUSA is committed to helping credit unions thrive. Our mission is to provide strong support, valuable education, and timely information. We aim to empower credit union professionals, strengthen the industry, and enhance the financial well-being of our members through collaboration and knowledge-sharing.

Article III. Limitations

OCUSA is a nonpartisan, non-sectarian and not for profit of its members. No member of the OCUSA shall derive any direct profit or salary from the OCUSA, nor be paid for the member service therein.

Article IV. Membership

Regular membership is available to any Oklahoma credit union professional having an interest in the objectives of the OCUSA.

Section 1. Eligibility

Credit Union professionals are eligible to participate in OCUSA. Our focus is primarily back office support of both Branch Operations and Lending, including but not limited to maintaining systems utilized from front office staff, as well as administering Debit/Credit Card and IRA systems and processes, document storage and retention, and much more.

Section 2. Dues

No dues will be required.

Section 3. Onboarding

Each member will be provided an onboarding session either by email or virtual meeting that will include gathering their contact information, providing information about OCUSA, and details regarding our website, if applicable.

Section 4. Resignation

Any member in good standing may resign from the OCUSA upon written notice to any member of the Committee.

Article V. Committee Members

The Committee Members shall consist of the Chairperson, Vice Chair, and Secretary and additional members as elected by membership. The Committee Members shall be composed of a minimum of three (3) members and not exceed seven (7) members. A Committee Member shall be elected from the general membership and serve 2 year terms, to begin service immediately upon election at any regularly scheduled Annual Meeting and serve until their resignation, removal or at which time elections are held at any regularly scheduled Annual meeting. General management of the OCUSA's affairs shall be entrusted to the Committee Members..

Section 1. Term of Office.

The Committee Members of the OCUSA shall serve for two years or until their successors are elected. All Committee Members shall be limited to five (5) consecutive terms of office and no person may hold more than one office per term.

Section 2. Chairperson.

The Chairperson shall preside at all meetings of the OCUSA and of the Committee Members, and shall have the duties for making sure the agreed tasks are carried out, making decisions between meetings if necessary. Before meetings the Chairperson should plan and understand the agenda and ensure all necessary information is available.

Section 3. Vice Chair.

The Vice Chair shall assist the Chairperson when and where possible. The Vice Chair shall serve as Parliamentarian. The Vice Chair shall have the duties and exercise the powers of the Chairperson in case of the Chairperson's death, absence or incapacity. Shall serve as the Communications Director, responsible for maintaining and updating the website of OCUSA, if applicable.

Section 4. Secretary

The Secretary (may be combined with other Officer Positions). The Secretary shall keep a written record of all meetings of the OCUSA and of the Committee Member Meetings and of all matters of which a record shall be ordered by the Association; shall have charge of the correspondence, including but not limited to:

- a. Notifying members of meetings and events;
- b. Keeping a roll of the members of the Association with their addresses, phone numbers, and e-mail;
- c. Preparing, printing, and mailing official Association documents.

- d. Take minutes of meetings.
- e. In the death, absence or incapacity of the Chairperson and Vice Chair, carrying out the duties and exercising the powers of the Chairperson; and
- f. Carrying out other such duties as prescribed in this agreement.

Section 5. Resignations.

Any Committee Member may resign at any time by giving a written notice to any member of the Committee. Such resignation shall take effect at the time specified therein, and unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies.

Any vacancies occurring on the Committee shall be filled as soon as possible until the next annual election by a majority vote of all Committee members present at the first, regular meeting following the creation of such vacancy, or at a special meeting called for that purpose, except that a vacancy in the office of Chairperson shall be filled automatically by the Vice Chair and resulting vacancy in the office of Vice Chair shall be filled by the Committee Members.

Section 7. Compensation.

The members of the Committee shall serve without compensation for time or labor.

Article VI. Amendments

This Agreement may be altered or amended at any regularly scheduled meeting of the OCUSA, by a vote of two-thirds (2/3) majority of all members present. Written notice of the intent to alter this Agreement shall be given to the membership no less than twenty (20) days preceding the Annual meeting. The written notice required by this provision shall inform the membership of the potential changes and that any member may attend and voice support or concerns.

Article VII. Association Year

The OCUSA calendar year shall begin on the 1st day of January and end on the last day of December.

Article VIII. Meetings

Section 1. Regular Membership Meetings.

Regular membership meetings shall be held on the 2nd Wednesday of each month except for November and December. Any meeting not on the regular meeting day shall require written notice be sent by US Postal mail, emailed, or posted on Association website (if applicable) no later than 15 days prior to the meeting, with such notice including the Date, Time and location of such meeting.

Section 2. Annual Meeting

The annual in-person membership meeting of the OCUSA shall be held at such time and place as may be designated by the Committee Members. Written notice of the time, place and location of this meeting shall be mailed or emailed no later than 15 days prior to the meeting.

Section 3. Special Meetings

Special meetings may be called by the Chairperson or by a majority vote of the members of the Committee who are present and voting at any meeting of the Committee or who vote by mail, and shall be called by the Secretary upon receipt of a petition signed by 10 percent of the members of the Association who are in good standing. Such special meetings shall be held at a place, date and hour as may be designated by the person or persons authorized herein to call such a meeting. Written notice of such a meeting shall be sent by US Postal Mail or emailed by any member of the Committee at least fifteen (15) days and not more than thirty (30) days prior to the date of the meeting, and said notice shall state the purpose of the meeting and no other association business may be transacted thereat. The quorum for such a meeting shall be 20 percent of the members in good standing.

Section 4. Committee Member Meetings

The first meeting of the Committee shall be held within forty-five (45) days following the annual meeting and election. Meetings of the OCUSA Committee shall be held at such times and places as the Committee shall from time to time determine by resolution of the Committee. Written notice of each such meeting shall be sent via US Postal Mail or emailed by at least 15 days prior to the date of the meeting, unless otherwise regularly scheduled.

Section 5. Special Committee Member Meetings

Special meetings of the Committee may be called by the Chairperson, Vice Chair, or by the Secretary. Such special meeting shall be held at such time and place as may be designated by a majority of those authorized to call such meeting. The Secretary shall submit notice, via US Postal or email, of such meeting at least 30 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. The quorum for such a meeting shall be a majority of the Committee Members.

Section 6. Conducting business via electronic communication.

The Committee Members may use e-mail, chat rooms, message boards and other means of electronic communication to facilitate OCUSA business.

Section 7. Quorum.

Section 7.1. Membership meetings.

The quorum for all OCUSA membership meetings shall be equal to the number of members present at any regularly scheduled meeting.

Section 7.2. Board meetings.

The quorum for all Association Committee Member meetings shall be a majority of the Board.

Section 8. Voting.

Each OCUSA member in good standing shall be entitled to vote at any membership meeting at which the member is present or by ballot. Proxy voting shall not be permitted.