

**KANSAS ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS**

BYLAWS

2013

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Kansas Association of School Business Officials

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BYLAWS OF THE KANSAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, INC.

ARTICLE I. NAME

The name of this Association shall be: *The Kansas Association of School Business Officials.*

ARTICLE II. AIMS AND OBJECTIVES

The aim and objective of this Association shall be:

1. To promote and establish the highest standards of ethics and efficiency in business methods and practices as related to the administration and operation of the Public Schools in the State of Kansas.
2. To study, analyze, and disseminate the most efficient methods and practices in all matters pertaining to school business administration.
3. To make comprehensive and progressive study of school business requirements and to establish efficient standards.
4. To engage in a program of professional development and improvement of persons carrying on activities in the field of school business administration for the benefit of schools and school systems.
5. To conduct, sponsor, or join with others in conducting or sponsoring research concerning school business management and administration of schools.
6. To make the results of the research projects and studies undertaken, sponsored, or supported by the Kansas Association of School Business Officials freely available to

members and the interested public in a professional and ethical manner.

7. To cooperate with various educational associations and with governmental organizations including federal, state, and instrumentalities of either, in developing and improving school business management and administrations.
8. To cooperate with and to promote membership and participation in Association of School Business Officials International and the United School Administrators of Kansas.

ARTICLE III. MEMBERS

Section 1. Class of Members

The Association shall have *three (3)* classes of members: active, special and vendor. Active members shall be the only voting members. All other membership classes are non-voting members. The designation of such classes and the qualification of the members of such classes shall be as follows:

- a. Active: Active membership shall be open to school business Officials, administrators, and employees connected with business administration of the Kansas schools, Kansas board of Regents institutions, and the Kansas State Board of Education.
- b. Special: Special membership shall be open to students, retirees, non-administrators and non-administrative or non-supervisory employees of schools and other members as approved by the Board of Directors.
- c. Associate: Associate membership shall be open to interested vendors and other organizations. Associate membership shall be a non-voting membership. The term vendor denotes a company or organization and not the individual who represents the company or organization. Each representative of a vendor firm shall pay dues as determined by the Board. Associate membership requires Board approval.

Section 2. Eligibility

Any eligible person shall become an active or vendor member upon payment of the annual membership dues. Special members shall become members upon application and approval by the Board of Directors or by designation by the Board of Directors.

Section 3. Membership Rights

Only active members shall have voting rights and the right to hold elective office. Each active member shall be entitled to one (1) vote on each matter submitted to a vote of the members.

ARTICLE IV. MEETING OF MEMBERS

Section 1. Annual Meeting

The annual meeting of the members shall be held during the annual meeting of the Association, not earlier than the first of March and not later than the first day of May of each year, as may be determined by the Board of Directors.

Section 2. Special Meetings

Special meetings of the members may be called by the President, by a majority of the Board of Directors, or by not less than one-fifth (1/5) of the members having voting rights.

Section 3. Place of Meetings

The Board of Directors may designate any place within the State of Kansas as the place of meeting for any annual or special meeting of the members. Any application by a place to hold such a meeting must be directed to the Board of Directors for consideration.

Section 4. Notice of Meetings

Notice of all meetings of members shall be given not less than ten (10) or more than forty (40) days before the date of such meeting.

Section 5. Quorum

At all annual and special meetings of the Association, a majority of the active members registered for the meeting shall constitute a quorum for the transaction of business at any session of the meeting.

ARTICLE V. ORGANIZATION STRUCTURE

Section 1. Board of Directors

The affairs of the Association shall be managed by the Board of Directors, consisting of six (6) Board members elected at large, the officers and the immediate past president. All of the officers and members of the Board of Directors shall have a right to vote.

The term of the Board members elected at large shall be for three (3) years, with two (2) being elected each year.

The Board of Directors shall be vested with the power to act in the name of the Association between regular meetings of the Association members on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Association bylaws.

If a vacancy occurs in the office of the President, the President-Elect will become President.

In case of a vacancy occurring in the office of the President-Elect or Vice-President, and if such vacancy occurs more than sixty (60) days prior to the annual meeting, the Board of Directors shall appoint an acting President-Elect or Vice-President from the current directors or an active member who has previously served as a director.

In case of a vacancy occurring for the Past President, the Board of Directors shall appoint the previous Past President, continuing in years of succession until the position is filled.

In case of a vacancy in the non-officer membership of the Board of Directors, and if such vacancy occurs more than sixty (60) days prior to the annual meeting, the Board of Directors may appoint an acting director from the membership at large. Each of the above appointments shall be made effective only until the close of the Association year.

The Board of Directors shall hold a regular annual meeting at the same place as the annual meeting of members. Special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors if notified five (5) days prior to the meeting date.

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board.

The Board of Directors shall provide for the proper custody and disbursement of available funds of the Association.

The Board of Directors may contract for an Executive Director who may or may not be a member of the Association.

The Board of Directors shall select the place of the annual meeting.

The Board of Directors has the power to call special meetings of the membership and to designate the date, time and place of any such meetings, together with a reason for calling such special meeting to be fully stated in a notice not less than ten (10) nor more than forty (40) days before the date of such meeting.

The vendor membership shall be represented on the Board of Directors by two (2) members. Each term shall be for two (2) years, and terms shall be staggered. The Board of Directors shall take applications from the Vendors of interested parties wishing to serve on the Board of Directors as Vendor representatives. The Board of

Directors shall select from the applications who the Vendor representative shall be for the next term.

Section 2. Representation on the United School Administrator Board and Committees (USA).

The KASBO Board of Directors shall appoint two (2) members to serve on the United School Administrator Board of Directors. The appointees would be required to be members of United School Administrators. The president will appoint all USA committee assignments.

Section 3. Officers

The officers of the Association shall be a President, a President-Elect, Vice-President, Immediate Past President, Treasurer and Secretary.

The term of the office for President, President-Elect, Vice-President, Treasurer, and Secretary shall be for one (1) year. Only active members shall be eligible to election as officers. The President-Elect shall automatically succeed to the office of President after his/her one (1) term as President-Elect. In the event the President-Elect serves as President because of a vacancy in that office, he/she may continue in office as President for the ensuing year. The Vice-President shall automatically succeed to the office of President-Elect after his/her one(1) term as Vice-President. All officers and members of the Board of Directors shall take office on the first (1st) day of July following the election at the annual meeting.

Section 4. Duties of the Officers

A. President

The President shall preside at all meetings of the Association and of the Executive Committee. He/she shall have general supervision of the affairs of the Association.

The President shall represent the Association and shall conduct the business of the Association in accordance with the Bylaws and shall act as chairperson of the Board of Directors.

The President shall prepare the programs for the general sessions of the meetings of the Association.

The President shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.

The President shall approve payment of all expenses incurred by the Association or by any official of the Association.

B. President Elect

The President-Elect shall exercise all the functions of the President in his/her absence and shall perform such other duties as may be delegated to him/her by the President.

He/she shall chair the professional development committee and coordinate with the Executive Director.

C. Vice-President

The Vice-President shall exercise all the functions of the President-Elect in his/her absence. He/she shall coordinate all activities concerned with membership with the Executive Director. He/she shall be responsible for:

- a) Works with the Executive Director to ensure maintenance of a membership roster by classification.
- b) Certification of Eligibility of new members for Executive Committee action.
- c) Service as chairperson of the Membership Committee
Service as liaison officer to vendors and other vendor groups.

D. Secretary

The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings of the Association, Board of Directors and of the Executive Committee and shall officially sign same, certifying one (1) copy for the president.

The secretary shall keep a list of members in all classes.

He/she shall keep a record of all official correspondence of the Association, shall serve all necessary notices after the same have been approved by the President, and shall make a full report in writing of the transactions of the Association at its regular meeting.

He/she shall have his/her records present at all meetings of the Association and of the Executive Committee and shall be custodian of all the property in his/her possession belonging to the Association.

He/she shall, at the expiration of his/her term of office, transfer to his/her successor in office all books, papers, and other records and property in his/her possession belonging to the Association.

He/she shall perform any other duties not herein specified which may be assigned by the President.

D. Treasurer

The Treasurer shall receive and collect all monies in conjunction with the Executive Director, due the Association and shall hold in safekeeping all Association funds. He/she shall pay all funds valid financial obligations of the Association from Association.

He/she shall keep a correct record of all receipts and disbursements supported by proper vouchers and shall close and balance his/her books within a two week period ending June 30 and shall furnish the Executive Committee with a complete financial statement at the next Board of Directors meeting.

The accounts and records of the Association shall be audited by a Committee of Audits following the close of the current fiscal year, with the audit report submitted to the Board of Directors on an annual basis.

He/she shall, at the expiration of this term of office, transfer to his/her elected successor in office all books, papers, records, and other property in his/her possession belonging to the Association.

ARTICLE VI. COMMITTEES AND MANAGEMENT SECTIONS

The President shall appoint Standing Committees. The following committee membership shall be for a term of two (2) years. One-half (1/2) the committee membership shall have a Minimum of Two (2) Members term of one (1) year and one-half (1/2) shall have a term of two (2) years; and each year thereafter the appointment shall be for a term of two (2) years. The President may fill vacancies that occur for the remainder of the term. All committees shall present written reports at the annual convention. The President is an ex-officio of all committees. The President shall name one (1) member of the committee as its chairperson.

Section 1: Executive Committee

The following officers shall make up the Executive Committee: President, President Elect, Vice President, Secretary, Treasurer and Immediate Past President. The duties of the Executive Committee shall be limited to making administrative decisions concerning the duties of the officers and making recommendations of the Board of Directors.

Section 2. Audit Committee (Minimum of Two Members)

Duties. The Committee on Audit shall examine the accounts, papers, and vouchers of the Treasurer and shall report its findings and

comments thereon to the Board of Directors and to the membership at the annual business meeting. The audit shall be completed prior to November 1 of each year and will be a part of the financial statement of the Treasurer.

Section 3. Bylaws Committee (Minimum of Two Members)

Duties. The Committee on Bylaws shall receive reports and make recommendations on changes and amendments thereto in accordance with Changes in Bylaws as outlined in Article XII of the Association Bylaws.

Section 4. Scholarship & Membership Committee (Minimum of Two Members)

Duties. This committee shall promote membership in both the State and National Associations.

The Vice-President will act as chairperson of this committee and will assist the President in selection of the committee.

Section 5. National Convention Promotion and Membership Committee (Minimum of Two Members)

Duties. This committee shall promote membership and attendance at annual meetings of the Association of School Business Officials International. The committee will request information from the national office to promote national membership and attendance through the Association's newsletter publication. The committee will also have charge of the Kansas Breakfast, if one is held, at the National Convention and co-sponsor the Interstate breakfast, if one is held.

Section 5. Communications Committee (Minimum of Two Members)

Duties. This committee shall accumulate, edit, publish, and distribute pertinent information to KASBO membership and other interested parties via website, e-mail, and list-serve as available to support the mission of the Association.

Section 6. Nominating Committee(Minimum of Six Members)

Duties. This is a standing committee consisting of the most recent active Past Presidents who shall place in nomination a person or persons for the elective officers and directors as provided in Article V, Section 4, and Article X of the Bylaws of the Association. Active or special members who wish to place a member in nomination may recommend same to the Nominating Committee. The recommendation must be presented to the Nominating Committee thirty (30) days prior to the election date for the committee's consideration. A member of the Nominating Committee may not be considered for a nominee to an elective office.

The election will take place at the annual business meeting of the Association as prescribed in Article X of the Bylaws.

Section 7. Resolution Committee (Minimum of Two Members)

Duties. This committee shall receive and consider all resolutions which may be referred to it by the Association and may hold meetings to hear the proponents and opponents of such resolutions. It shall also prepare all special resolutions concerning memorials, withdrawals, etc., and present same on the floor of the meeting at the call of the President.

Section 8. Historical Committee (Minimum of Two Members)

Duties. The members of this committee are to collect information of the activities of the Association, such as events, programs, news items, pictures, materials of guest speakers, projects, newsletters, and Bylaws as they happen and fix these in a book form for the entire Association year to be kept for future reference. The book will be displayed at the annual meeting. The Historical Book is the property of the Association. The committee is to encourage the membership to send information to the chairperson of the committee.

Section 9. Awards and Citation Committee (Minimum of Six Members)

Duties. This is a standing committee consisting of the most recent active Past Presidents who shall have the responsibility of granting awards and citations at the annual banquet to those persons deserving such awards, as determined by the committee, for their work with the Association or for their work toward improvement of education in the State of Kansas. Recipients of the awards may be professional or non-professional people. The most recent active Past President will serve as chairperson of the committee. Written nominations for the awards may be received from active members stating their reasons why their nominee should qualify for the award. Nominations should be made to the committee on a form provided by the Association at last thirty (30) days prior to the annual meeting.

Section 10. Convention Planning Committee (Five to Fifteen Members)

The President will appoint a committee of five (5) to fifteen (15) members who shall, with the President and the Executive Director, have the responsibility of managing the Associations' Annual State Convention. These responsibilities include: housing, program, food arrangements, guest speakers, publicity, entertainment, registration, prizes, and other duties necessary for a good conference. The duties of this committee end at the close of the annual meeting.

Section 11. Professional Development Committee (Minimum of Four Members)

Duties. The Committee on Professional Development shall plan at least two professional development activities each year to promote professional growth for Association members. Professional Development Committee members shall serve two (2) year terms, with half the committee membership ending the term annually for continuity.

Management sections to which school business officials are customarily assigned may receive consideration in planning professional development sessions and in planning appropriate

programs for the annual meetings. The areas include but are not limited to the following:

1. Fiscal Management
2. Personnel Management
3. Physical Plant Management
4. Data Processing Management
5. Food Service Management

ARTICLE VII. PARLIAMENTARIAN

The immediate Past President shall serve as the official parliamentarian of the Association.

ARTICLE VIII. RECORDS AND FINANCES

Section 1. Reports

All reports of the Association shall be published under the direction of the Board of Directors. Each member of the Association shall be entitled to a copy of such reports. If there is any sale of such reports at a price fixed by the Board of Directors, the proceeds from all such sales go into the treasury of the Association. Kansas Association of School Business Officials holds the rights of ownership to the membership list.

Section 2. Papers, Addresses, Lectures, Etc.

No paper, address, or lecture is to be published by the Association without the approval of the Board of Directors.

Section 3. Dues

The annual dues of members shall be set by the Board of Directors. Annual membership dues shall be payable on or before the annual convention. The membership year shall run from annual convention to annual convention.

Section 4. Registration Fee

The Board of Directors is authorized to charge a registration fee for the annual meeting. The amount of the fee shall be established each year by the board of Directors. Any member of a Board of Education who attends the annual meeting shall pay the established registration fees but will not be charged dues. Retirees who attend the annual meeting or workshops shall pay the meal cost and optional activities that they choose.

The Board of Directors shall establish the registration fee for professional development activities provided by the Association.

ARTICLE IX. FISCAL YEAR

The fiscal year of the Association shall begin July 1 after the annual meeting.

ARTICLE X. ELECTION

Officers and directors will be nominated by the Nominating Committee and placed on a ballot in alphabetical order of last names. Election will be held at the annual meeting, and newly elected officers will assume the duties of office on the first (1st) day of July following the election at the annual meeting.

ARTICLE XI. CHANGES IN BYLAWS

Changes in Bylaws shall be reported by the Committee on Bylaws. Any changes recommended by an active or special member shall be presented to the Bylaws Committee who shall report them to the Board of Directors. Upon approval of the Board of Directors, the changes shall be presented in writing or by electronic copy to all the members present at the first general session of the annual meeting for their study. Changes in the Bylaws will be the first order of business at the business meeting of the annual meeting. Changes in Bylaws may be adopted by a simple majority vote of active members present.

Upon request by the Bylaws Committee and approval of the Board of Directors, changes to the Bylaws may be made by a simple majority vote of active members cast in a ballot taken by first-class mail or by online voting, providing that all members eligible to vote shall be furnished with written or electronic copies of any proposed changes at least fourteen (14) days prior to the date of such mailed ballot.

Changes in the Bylaws shall become effective on the 1st day of month following membership approval.

ARTICLE XII MISCELLANEOUS PROVISIONS

SECTION 1. Complaint Procedures.

The Board of Directors may establish procedures to consider complaints against Officers, Directors or Members arising out of their Association duties or membership.

ARTICLE XIII. DISSOLUTION

Upon dissolution, assets remaining after payment of all debts and obligations shall be distributed, by action of the final meeting of the Board of Directors to another organization having the same Internal Revenue Code exemption, and with first preference given to an organization having objectives similar to those of KASBO.

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(End of Bylaws)