

**KANSAS ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS**

BYLAWS

2024

(Approved 4-18-2024)

**BYLAWS OF THE KANSAS ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS.**

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ARTICLE I: ASSOCIATION NAME

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

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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.

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ARTICLE III: MEMBERS

Section 1: Class of Members

The Association shall have *three (3)* classes of members: Active, Special and Associate. 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 retirees and other members as approved by the Board of Directors. Special membership shall be a non-voting membership.
- 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

An eligible person is defined as being in a school business official position in any Kansas public school district or similar institution. Any eligible person shall become an Active or Associate 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. Retirees are one such designation of the Board and do not require application and approval.

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.

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ARTICLE IV: MEETING OF MEMBERS

Section 1: Annual Business Meeting

The Annual Business Meeting of the members shall be held during the Annual Convention and Expo (ACE) of the Association, not earlier than the first of March and not later than the end of the Association's fiscal 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 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.

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ARTICLE V: ORGANIZATION STRUCTURE

Section 1: Board of Directors

The affairs of the Association shall be managed by the Board of Directors. The Board of Directors shall consist of six (6) Board members elected at large, and officers: Vice-President, President-Elect, President and the Immediate Past President. Each member 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) Board members being elected each year.

The vendor membership shall be represented on the Board of Directors by up to 3 members. Each vendor member term shall be for two years. The Board of Directors shall select the Vendor representatives.

Any Active member running for, or serving as, a Director or officer of the Association of School Business Officials (ASBO) International's Board of Directors shall be represented on the Board of Directors and shall serve on the Executive Committee. This is a non-voting member of the Board of Directors.

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 Business 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 on the KASBO Board of Directors.

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 Business Meeting, the Board of Directors, at its discretion, 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 Business Meeting at the same place as the Annual Convention and Expo (ACE). 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 Convention and Expo (ACE).

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.

Section 2: Representation on United School Administrator of Kansas (USA) Board & Committees

The KASBO Board of Directors shall appoint one (1) member to serve on the United School Administrator of Kansas (USA) Board of Directors as a non-voting member. The appointee is required to be a member of United School Administrators of Kansas (USA).

Section 3: Executive Board Officers

The voting officers of the Association shall be: Vice-President, President- Elect, President and the Immediate Past-President.

The term of the office for the Vice-President, President-Elect, and President shall be for one (1) year. Only Active KASBO members shall be eligible to be elected 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 Business Meeting.

Section 3: Duties of the Executive Board Officers

- A. President
 1. 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.
 2. 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.
 3. The President shall prepare the programs for the general sessions of the meetings of the Association.
 4. The President shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.
 5. The President shall approve payment of all expenses incurred by the Association or by any official of the Association.
 6. The President shall chair the Convention Planning Committee and coordinate with the Executive Director.
- B. President-Elect
 1. 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.
 2. The President-Elect shall chair the Professional Development Committee

and coordinate with the Executive Director and President.

C. Vice-President

1. 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, President and the Communication Officer. He/she shall be responsible for:
 - i. Working with the Executive Director and the Communication Officer to ensure maintenance of a membership roster by classification.
 - ii. Certification of Eligibility of new members for Executive Committee action.
 - iii. Serving as chairperson of the Scholarship & Membership Committee.
 - iv. Serving as liaison officer to vendors and other vendor groups, assisting the Executive Director in increasing vendor membership.

Section 4: Non-Voting Officers

The non-voting officers of the Association shall be: Treasurer, Secretary and Communications Officer. The non-voting officers are considered part of the Executive Officers.

The term of the office for the Treasurer, Secretary and Communications Officer shall be for a three (3) year period. Only Active KASBO members shall be eligible to be appointed to a non-voting officer position. Recommendations for the non-voting officer will be made to the Board of Directors by the nominating committee. The non-voting officer position shall be filled by an appointment of the Executive Board. In the event there are multiple candidates for any of the non-voting officer positions, a general election by the Association membership shall take place at the Annual Business Meeting. The non-voting officer appointment may be extended by additional term(s) by a vote of the Executive Officers.

In case of a vacancy in a non-voting officer position, and if such vacancy occurs more than sixty (60) days prior to the Annual Business Meeting, the Executive Board, at its discretion, may appoint an acting non-voting officer from the membership at large until the close of the Association year.

All non-voting officers of the Board of Directors shall take office on the first (1st) day of July following the election at the Annual Business Meeting.

Section 4: Duties of the Non-Voting Officers

A. Secretary

1. 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.
2. The Secretary shall obtain a list of members in all classes from the

- Executive Director and/or the Communications Officer on an annual basis.
3. The Secretary 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.
 4. The Secretary 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.
 5. The Secretary 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. The Secretary shall perform any other duties not herein specified which may be assigned by the President.

B. Treasurer

1. 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 valid financial obligations of the Association upon approval by the President.
2. The Treasurer shall keep a correct record of all receipts and disbursements supported by proper vouchers and shall close and balance the Association's 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.
3. The Treasurer shall cause the accounts and records of the Association to be audited by the Audit Committee following the close of the current fiscal year, with the Audit report submitted to the Board of Directors on an annual basis.
4. The Treasurer shall, at the expiration of his/her 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.

C. Communications Officer

1. The Communication Officer shall work closely with the Executive Director in maintaining the Association's media presence to inform members, vendors and the public on the Association's events and happenings.
2. The Communication Officer shall work closely with the President and Executive Director on the development of slides and presentations for the Associations workshops and annual conferences.
3. The Communication Officer will work closely with the President and Executive Director and coordinate member survey information and results.
4. The Communication Officer shall work with the Executive Director to maintain the Association's website and social media platforms, updating each in a timely manner with approved material for publication.
5. The Communication Officer shall work with the Executive Director and Vice-President in reviewing membership information and to ensure the membership database is accurate and reflects the membership.

6. The Communication Officer shall work with the Executive Director and the Secretary on posting of minutes and shall record the minutes of meetings in the Secretary's absence.

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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. Committee members may be considered for additional terms beyond their initial term in the event that the President is unable to identify members willing to serve. One-half (1/2) the committee membership shall have their term completed each year. The President may fill vacancies that occur for the remainder of the term. All committees shall present written reports at the Annual Business Meeting. The President is an ex-officio member 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, Immediate Past President, Secretary, Treasurer, and Communications Officer. The duties of the Executive Committee shall be limited to making administrative decisions concerning the duties of the officers and making recommendations to the Board of Directors.

Section 2: Audit Committee

The Audit Committee shall be made up of a minimum of two members from the Association or contracted firm.

Duties. The Audit Committee 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 December 31st of each year and will be a part of the Treasurer's financial report at the Annual Business Meeting of the Association membership.

Section 3: Bylaws Committee

The Bylaws Committee shall be made up of a minimum of two Association members with at least one member being selected from the Board of Directors.

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

Section 4: Scholarship & Membership Committee

The Scholarship & Membership Committee shall be made up of a minimum of two Association members with the Vice-President acting as chairperson of this committee who will assist the President in selection of the remaining committee members.

Duties. The Scholarship & Membership Committee shall promote participation in and support for the Kansas Association of School Business Officials (KASBO) and the Association of School Business Officials (ASBO) International scholarship programs.

Section 5: ASBO International Committee

The ASBO International Committee will consist of the KASBO Executive Director and the current KASBO President.

Duties. The Association of School Business Officials (ASBO) International Committee shall promote membership in and attendance at Annual Meeting and Expo of ASBO International. The committee will request information from the national office to promote membership in ASBO International and attendance at their Annual Meeting and Expo. The committee shall also coordinate campaign activities for any KASBO member running for a Director or Vice President position on the ASBO International Board of Directors.

Section 6: Communications Committee

The Communications Committee will consist of a minimum of two Association members with the Communication Officers acting as the chairperson of the committee.

Duties. This Communications Committee shall accumulate, edit, publish, and distribute pertinent information to the KASBO membership and other interested parties via website, e-mail, social-media and print material as available to support the mission of the Association.

Section 7: Nominations, Resolutions and Awards Committee

Duties. The Nominations, Resolutions and Awards Committee is a standing committee made up of a minimum of five members consisting of the most recent Active Past Presidents, chaired by the most recent Past President, who shall:

- A. Place in nomination a person or persons for the elective officers and directors as provided in Article V and Article XI of the Association Bylaws. Active or Special members who wish to place a member in nomination may recommend same to the committee. The recommendation must be presented to the committee thirty (30) days prior to the election date for the committee's consideration. A member of the 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 XI of the Bylaws.

- B. 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. The committee 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.
- C. Have the responsibility of granting awards and citations at the Annual Business Meeting 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. 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 least thirty (30) days prior to the Annual Business Meeting.

Section 8: Convention Planning Committee

The Convention Planning Committee will consist of the current KASBO President and Executive Director who shall appoint five (5) to fifteen (15) current Association members to serve on the committee.

Duties. The Convention Planning Committee shall have the responsibility of managing the Associations' Annual Convention and Expo (ACE). These responsibilities include: housing, program, food arrangements, guest speakers, publicity, entertainment, registration, prizes, and other duties necessary for a good convention and vendor expo. The duties of this committee end at the close of the Annual Convention and Expo (ACE).

Section 9: Professional Development Committee

The Professional Development Committee shall be chaired by the President-Elect who shall appoint five (5) to fifteen (15) current Association members to serve on the committee.

Duties. The Professional Development Committee 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 Convention and Expo (ACE). The areas include but are not limited to the following:

Fiscal Management, Personnel Management, Physical Plant Management,
Technology Management, Child Nutrition Management, Transportation Management

Section 10: KASBO Academy Committee

A minimum of three Association members, shall make up the KASBO Academy Committee with at least one member being selected from the Board of Directors, who will preside as chair of the committee. In the event of a committee vacancy, the President shall appoint an active Association member to fill the vacant position. Expansion of the committee beyond the minimum will be through an appointment of the President.

Duties. The primary goal of the KASBO Academy is to offer training to Kansas school business officials that will lead to certification as a KASBO School Business Official. The KASBO Academy Committee shall be responsible for the development and evaluation of the Academy curriculum, organization of timelines, presenters for the Academy coursework/testing and schedule of delivery. The Board of Directors will have final approval of any revised and/or adopted curriculum prior to the curriculum being implemented.

Section 11: KASBO Mentorship Program Committee

A minimum of three Association members, shall make up the KASBO Mentorship Program Committee with at least one member being selected from the Board of Directors, who will preside as chair of the committee. In the event of a committee vacancy, the President shall appoint an active Association member to fill the vacant position. Expansion of the committee beyond the minimum will be through an appointment of the President.

Duties. The primary goal of the mentorship program is to provide KASBO veteran assistance to new school business officials in their specific job roles. The KASBO Mentorship Committee shall be responsible for securing mentors and mentees each year and matching them according to their similar skill areas. The committee will also work as the connection between the mentor and mentee, passing contact information and arranging opportunities for both to meet in person.

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ARTICLE VII: OPERATING PROCEDURES

The daily ongoing operations of the Association are provided for in the “KASBO Operating Procedures Guide” attached as Exhibit A. Information regarding membership, dues, academies, mentor program, conferences, surveys, travel/reimbursement, etc. are addressed in this document and shall be available to all KASBO members.

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ARTICLE VIII: PARLIAMENTARIAN

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

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ARTICLE IX: 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 and Expo (ACE). The membership year shall run from Annual Convention and Expo (ACE) to Annual Convention and Expo (ACE).

Section 4: Registration Fee

The Board of Directors is authorized to charge a registration fee for the Annual Convention and Expo (ACE). 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 Convention and Expo (ACE) shall pay the established registration fees but will not be charged dues. Retirees who attend the Annual Convention and Expo (ACE) and/or other workshops (ex. Fall Workshop) shall pay the cost of meals and optional activities that they choose to attend, but will not be charged registration fees for such events. Retired past-presidents of KASBO will not be charged the cost of the President's Breakfast at the Annual Convention and Expo (ACE).

The Board of Directors shall establish the registration fee for professional development activities, meal costs for retirees and other optional activity costs associated with KASBO events.

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ARTICLE X: FISCAL YEAR

The fiscal year of the Association shall begin July 1 of each year.

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ARTICLE XI: 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 Business Meeting, and newly elected officers will assume the duties of office on the first (1st) day of July following the election at the Annual Convention and Expo (ACE).

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ARTICLE XII: CHANGES IN BYLAWS

Changes in Bylaws shall be reported by the Bylaws Committee. 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 to all members of the organization, for their study, at least ten (10) days prior to the first general session of the Annual Convention and Expo (ACE) via the email address provided by the member and on file with KASBO and posted on the KASBO website. Changes in the Bylaws will be the first order of business at the Annual Business Meeting of the Annual Convention and Expo (ACE). Changes in Bylaws may be adopted by a simple majority vote of Active members present.

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

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ARTICLE XIII: 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.

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ARTICLE XIV: 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.

Bylaws Revised/Approved – 4/1969, 4/1971, 4/1973, 4/1978, 4/1986, 4/1988, 4/1990, 4/1991, 4/1993, 4/1996, 4/1998, 4/2000, 4/2001, 4/2002, 4/2003, 4/2008, 4/2013, 4/2017, 4/2019, 4/2024

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(End of Bylaws)