

KANSAS ASSOCIATION  
OF  
SCHOOL BUSINESS OFFICIALS

BYLAWS

2019

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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 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 post-secondary students and 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**

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.

## **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 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 vendor membership shall be represented on the Board of Directors by up to 3 members. Each 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 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 Business 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 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 (USA) Board & Committees**

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 Business 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.
- The President shall chair the Convention Planning Committee and coordinate with the Executive Director.

#### 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.
- The President-Elect shall chair the Professional Development Committee and coordinate with the Executive Director and President.

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

#### 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 obtain a list of members in all classes from the Executive Director on an annual basis.
- 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.
- 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.
- 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.

#### E. 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 valid financial obligations of the Association upon approval by the President.
- The Treasurer 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 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.
- 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.

## **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, 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 to the Board of Directors.

### **Section 2. Audit Committee (Minimum of Two Members)**

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 financial report of the Treasurer at the following January Board of Directors' meeting.

### **Section 3. Bylaws Committee (Minimum of Two Members)**

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

### **Section 4. Scholarship & Membership Committee (Minimum of Two 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.

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

### **Section 5. ASBO International Committee (Minimum of Two Members)**

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 (Minimum of Two Members)**

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

### **Section 7. Nominations, Resolutions and Awards Committee (Minimum of Five Members)**

Duties. The Nominations, Resolutions and Award Committee is a standing committee consisting of the most recent active Past Presidents, chaired by the most recent Past President, 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 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 X of the Bylaws.
- 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.

- 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 (Five to Fifteen Members)**

Duties. 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 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 (Five to Fifteen Members)**

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  
Food Service Management  
Transportation 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 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.

## **ARTICLE IX. FISCAL YEAR**

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

## **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 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).

## **ARTICLE XI. 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. 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.

## **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)