

**KANSAS ASSOCIATION**

**OF**

**SCHOOL BUSINESS OFFICIALS**

**BYLAWS**

**2003**

# **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 promulgate 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 administration.
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. Classes of Members**

The Association shall have eight (8) classes of members: active, special, vendor, student, honorary, emeritus, life, and retirees. 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 public schools, non-public schools, Board of Regents institutions, and the Kansas State Board of Education in the State of Kansas.
- b. **Special.** Special membership shall be open to non-administrators and nonadministrative or non-supervisory employees of the Board of Education.
- c. **Vendor.** Vendor membership shall be open to other interested vendors who make application to the Executive Committee and are approved by it. Each representative of a vendor firm shall pay the same dues as a regular member. Vendor membership shall be a non-voting membership. For purposes of the KASBO Bylaws, the term vendor denotes a company or organization and not the individual who represents the company or organization. Vendor membership will be unaffected by the individual's change of employment if the vendor member's new employer is an approved vendor of KASBO.
- d. **Student.** Student membership shall consist of university (or college) students enrolled in school business administration or education classes.
- e. **Honorary.** Honorary members are to be elected by the Board of Directors.
- f. **Emeritus.** Emeritus membership may be elected by the Board of Directors and shall consist of an active member:
  1. having reached retirement, or
  2. having left school business in preference for another vocation after a minimum of fifteen (15) years of school membership in the Kansas Association of School Business Officials.

This membership requires no dues and will be non-voting.

- g. **Life.** Past presidents shall be awarded a life membership. This membership requires no dues and shall become non-voting after retirement.
- h. **Retirees.** Membership shall be open to school business officials, administrators, and employees connected with business administration of the public schools, nonpublic schools, Board of Regents institutions, and the Kansas State Board of Education in the State of Kansas who have retired. This may also include

superintendents of schools, college professors and instructors retired from working in the school business field and in education.

#### Section 2. Eligibility

Any eligible person shall become an active or special member upon payment of the annual membership dues.

#### Section 3. Membership Rights

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

#### Section 4. Certificates of Membership

The Association may issue certificates of membership for the several classes of members.

### **ARTICLE IV. MEETINGS OF MEMBERS**

#### Section 1. Annual Meeting

The annual meeting of the members shall be held at the time of and 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 by the Board of Directors in the official publication of the Association 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 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 Board of Directors shall be vested with the power to act in the name of the Association between regular meetings 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 Board of Directors shall fill the vacancy by automatically appointing the President-Elect to the position.

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; and if they do so, it shall be from the current directors or a member who has served as a former director.

In case of a vacancy occurring for the Past President, the Board of Directors may appoint to that position 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 without notice to the members, at the same place as the annual meeting of members. Special meetings of the Board of Directors may be called by or at the request of 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 be responsible for the conduct of the business of the Association during the interim between annual meetings. The Board of Director shall provide for the proper custody and disbursement of available funds of the Association.

The Board of Directors shall select, by a majority vote, the place of the annual meeting.

The Board of Directors shall be vested with the power to call special meetings of the Association 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 to be mailed to

each member not less than ten (10) nor more than forty (40) days before the date of such meeting.

- a. 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 so that one (1) is a carry-over Board member and one (1) is a new Board member each year. The representation on the Board of Directors shall be nominated and voted into office at the vendors' meeting held during the annual KASBO Convention each year. In the event that a vacancy occurs in the Vendor Director appointment, the individual will no longer hold the appointment and shall be replaced with a representative of the appointed vendor, with the approval of the Board of Directors.

### Section 2. Representatives of the Kansas Association of School Business Officials as Members of the Board of Directors and Representative Assembly of the United School Administrators of Kansas

The KASBO Board of Directors shall select four (4) members to serve on the Representative Assembly of the United School Administrators of Kansas. At least two (2) members of the Representative Assembly will serve a two (2) year term except that the retiring dates of the representatives will not have less than one-half (1/2) of its representatives elected each year. Directors of the United School Administrators organization shall be designated by the KASBO Board of Directors from the members of the Representative Assembly. At least one (1) Director appointed must be an active member from the Executive Board.

### Section 3. Officers

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

The term of the office for President, President-Elect, Vice-President, Treasurer, and Secretary shall be for one (1) year. The Directors' terms shall be for three (3) years, with two (2) being elected each year. Only active, special, or life members shall be eligible to election as officers. The Board of Directors, if they choose, may employ an Executive Secretary who may or may not be an active or life member and provide a permanent central headquarters if voted by the membership. 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 Acting President because of a vacancy in that office, he/she shall 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 Board. He/she shall have general supervision of the affairs of the Association*

*and shall perform the duties usually devolving upon the chief executive of such an organization.*

The president shall represent the Association at all affairs and shall conduct the business of the Association in accordance with the Bylaws and shall act as chairperson of the Board of Directors.

He/she shall prepare the programs for the general sessions of the meetings of the Association and shall have the power to modify or change the program if in his/her judgment the best interests of the Association is served thereby, and provided such changes do not conflict with the provisions of the Bylaws.

He/she shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.

Payment of all expenses incurred by the Association or by any official of the Association shall be subject to approval by the President.

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 be directly responsible for all inservice activities.

C. Vice-President

*The Vice-President shall exercise all the functions of the President-Elect in his/her absence.*

He/she shall be directly responsible for all activities concerned with membership. He/she shall be responsible for:

- a. Maintenance of a membership roster by classification: (1) Active, (2) Special, (3) Vendor, (4) Student, (5) Honorary, (6) Emeritus, (7) Life, and (8) Retiree.
- b. Certification of Eligibility of new members for Executive Board action.
- c. Collection of annual dues.
- d. Awareness to all eligible persons of the Association's activities and the benefits of membership.
- e. Service as chairperson of the Membership Committee.
- f. 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 and of the Executive Committee and shall officially sign same, certifying one (1) copy for the President.*

He/she 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 Board 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.

E. Treasurer

*The Treasurer shall receive and collect all monies due the Association and shall hold in safekeeping all Association funds. He/she shall certify all claims for payment to the President and pay same after written approval by the President.*

He/she shall keep a correct record of all receipts and disbursements supported by proper vouchers and shall close and balance his/her books as of the fifteenth (15th) day of July following the election at the Association's annual meeting and shall immediately furnish the Executive Board with a complete financial statement.

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.

F. Executive Committee

*The officers listed in this section shall make up the Executive Committee. The duties of the Executive Committee shall be limited to making administrative decisions concerning the duties of the officers and the administering the rules and regulations adopted by the Board of Directors; and making recommendations to the Board of Directors.*

## **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 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 member of all committees. The President shall name one (1) member of the committee as its chairperson.

#### Section 1. Audit Committee (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 2. Bylaws Committee (Four 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 3. Membership Committee (Three 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. The members of this committee will also assist in collecting news of its Association members and report to the editor of the Association's official newsletter.

#### Section 4. National Convention Promotion and Membership Committee (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. Newsletter Committee (Minimum of Two Members)

Duties. This committee shall accumulate, edit, publish, and distribute to the members a newsletter of the Association at least three (3) times during the year. The committee will work with the Membership Committee in collecting school news items that might be of interest to the members, and will send this information to the chair of the Newsletter Committee.

#### 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 XI of the Bylaws of the Association. For each office not more than two (2) nominees, in alphabetical order of last names, will be submitted to the committee. Active or special members who wish to place a member in nomination may recommend same to the Nominating Committee, provided a written request is presented to the Nominating Committee, signed by at least ten (10) active or special members. The petition must be presented to the Nominating Committee sixty (60) 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 XI of the Bylaws.

Section 7. Resolution Committee (Minimum of Four 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 Three 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 printed in the Association's Newsletter at least thirty (30) days prior to the annual meeting.

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

The President with the help of the Executive Committee will appoint a committee of five (5) to fifteen (15) members who shall, with the President, have the responsibility of managing the Association's 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 investigate pertinent topics which could improve KASBO members' daily business competence and enhance their general professional growth. The committee members are strongly encouraged to plan and implement two (2) professional growth sessions each fiscal year, with appropriate advanced notice given to the KASBO membership. The professional development session(s) may require applicable fees. 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. Material Management
3. Personnel Management
4. Physical Plant Management
5. Kansas Board of Regent Institutions Management
6. Data Processing Management
7. 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.

### 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 for the classes of members as listed in Article III, Section 1.

Annual membership dues shall be payable on or before the annual convention. The membership year shall run from annual convention to annual convention.

Membership dues shall not be assessed for retired persons and members of local boards of education who attend the annual convention.

Payment of such dues shall entitle such members to receive the official publication of the Association and such other reports as may be authorized by the Board of Directors.

#### 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 will need to pay the meal cost and optional activities that they choose.

### **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 or by the written request signed by ten (10) members and placed on a ballot in alphabetical order of last names. Election will be held at the annual meeting, and the 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 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 or special 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, providing that all members eligible to vote shall be furnished with written 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 first (1st) day of July following the adopted changes.

## **ARTICLE XII. 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.

Revised April 10, 1969  
Revised April 30, 1971  
Revised April 26, 1973  
Revised April 20, 1978  
Revised April 26, 1986  
Revised April 21, 1988  
Revised April 19, 1990  
Revised April 20, 1991  
Revised April 22, 1993  
Revised April 19, 1996  
Revised April 23, 1998  
Revised April 22, 1999  
Revised April, 2000  
Revised April, 2001  
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No Revision April, 2004  
No Revision April, 2005  
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No Revision April, 2007

(End of Bylaws)