

CONSTITUTION OF THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE I

NAME

Section 1

The name of this organization shall be the Alabama Association of School Business Officials.

ARTICLE II

OBJECTIVES

Section 1

The objectives of the Alabama Association of School Business Officials:

- A. To promote and establish the highest standards of ethics, efficiency, and economy in all matters pertaining to school business administration in the State of Alabama.
- B. To promote the study, analysis, and dissemination of the most efficient policies and practices related to school business administration.
- C. To encourage professional development and improvement of persons engaged in school business management.
- D. To promote the interest of college students in the field of school business administration.
- E. To disseminate to members and others the results of research and other information that may be used to improve school business administration.
- F. To cooperate with any organization for the betterment of public education.

ARTICLE III

MEMBERSHIP

Section 1

Membership in the association shall consist of active, associate, honorary, industrial, Emeritus and lifetime members.

Section 2

Active membership shall consist of persons employed in administration of business services of the school or school systems, including such areas as finance and accounting, data processing, purchasing, warehousing, construction, maintenance, operation, transportation, food service, office management, and personnel management. Active membership shall also include personnel of colleges, junior colleges, technical schools, private schools, universities, and the State Department of Education working in school business services.

Section 3

Associate membership shall consist of members of school boards and other persons directly associated with or concerned with the objectives of the association. College students preparing for positions in school business services shall be entitled to associate membership.

Section 4

Honorary membership shall consist of former members of the association who are no longer employed in school administration and such other persons as the association may from time to time elect. Honorary members shall be elected by a majority vote at any regular session of the annual meeting.

Section 5

Industrial and Service members of the association shall consist of officers or employees of companies who produce or sell school-related materials or services of equipment.

Section 6

Emeritus members shall be limited to former members of the Association who have retired from active school business but still desire to maintain their membership in the Association.

Section 7

Lifetime members must have been an active member of AASBO up to the time of retirement, must have served as an officer or director and have been a member for ten (10) or more years or have been a program presenter for ten (10) or more years on the AASBO program. Upon meeting these qualifications, a person must be nominated by the Board of Directors and voted on by the membership at the annual meeting.

Section 8

Privileges of membership: Only those members who are defined in Section 2 as active members and have paid their annual membership dues for the current year shall have the right to vote and hold office.

ARTICLE IV

OFFICERS AND DIRECTORS

Section 1

The officers of the association shall consist of a president, an administrative vice-president (designated as president elect), and a vice-president for membership (designated as the administrative vice-president elect), all of whom shall be elected at the annual conference.

Section 2

Each officer shall serve for a two-year term. The terms of the officers shall run from June 1 through May 31.

Section 3

There shall be nine directors elected at large. The terms shall be staggered so that the terms of three directors expire each year. Each term shall begin on June 1, and run for three consecutive years ending on May 31.

Section 4

Exhibitor Director: There shall be four directors from the membership classification Industrial and Service appointed annually by the President. These directors shall serve a three-year term and can be appointed to serve up to two consecutive three year terms. The terms will be staggered such that one exhibitor director would be selected each year.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the officers and directors stated in Article IV and the immediate Past-President. Six members of the Executive Committee, one of whom shall be the President or President-Elect, shall constitute a quorum.

Section 2

The Executive Committee shall be a permanent committee.

Section 3

Any vacancy occurring on the Executive Committee, or among the officers of the association with the exception of the President, in which case the President-Elect shall automatically become the President of the association, shall be filled for the interim period from among the active members by the Executive Committee.

Section 4

The Board of Directors shall have the authority to contract for the position of a Part-time Executive Director. The Executive Director shall serve at the pleasure of the Board. He/she shall serve as the Executive Director of the Association and shall be authorized to perform all duties and responsibilities as prescribed by the Board. The Executive Director shall also serve as Secretary of the Board. Compensation for the position shall be established by the Board. The Executive Director shall serve as a non-voting member of the Executive Committee.

ARTICLE VI

COMMITTEES

Section 1

There shall be appointed by the president the following standing committees and it shall be the duty of these committees to make an annual report to the association at the time of the annual meeting. The following committees shall be appointed each year: Resolutions, Audit, Nominations, and Constitution and Bylaws. Each of these committees shall function as follows:

- A. The committee on Resolutions 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.
- B. The committee on Audit shall examine the accounts, papers, and vouchers of the Executive Director and shall report its findings and comments thereon to the Executive Committee at the annual meeting.
- C. The committee on Nominations shall nominate persons for the elected officers, and further nominations may be made from the floor.
- D. The committee on Constitution and Bylaws shall report and make recommendations on changes and amendments thereto.

Section 2

Special committees shall be appointed by the President to serve specific needs. Such committees shall cease to exist when their function has been achieved or a new president has been installed.

Section 3

Technical committees may be appointed by the President. Members of these committees shall be appointed on the basis of competence and interest in a particular field. Each committee shall study, analyze, and disseminate technical information of interest to the association, its members, or other concerned with school business administration. The chairperson of each committee shall present a report at the annual meeting. The report along with technical papers should be ready for publication prior to the annual meeting. Members at large are urged to present technical papers covering such areas of school business administration as may be of interest to the association. Technical committees are to be appointed for one year, and the President is urged to create and maintain committees wherein an interest exists among members of the association.

ARTICLE VII MEETINGS

Section 1

There shall be an annual meeting of the association at such time and place as shall be determined by the President and the Executive Committee. Other meetings may be called when in the judgment of the Executive Committee or the President a meeting is necessary.

Section 2

No matter affecting the policy of the association arising from the floor of the convention meeting shall be considered until a full report has been made by the proper committee of the association.

Section 3

The right to vote, hold office, or to have a voice in the discussion on the floor of the convention shall be limited to active members whose association fee has been paid. The privilege of the floor may be extended to any other person who is not an official delegate.

Section 4

The secretary shall notify or cause to be notified all members of all meetings.

Section 5

All reports that include papers, addresses, and lectures to be presented at a meeting shall be prepared in advance. It shall be the duty of each officer of the association to make a written report to the association at the annual meeting. An annual report, including reports, lectures, papers, and addresses shall be compiled under the direction of the secretary, and each member shall be entitled to a copy of the report.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1

All officers and members of the Executive Committee shall be elected during the business session of the annual meeting of the association.

Section 2

The President shall appoint a Nominating Committee of three members that shall submit a slate of at least one name for each vacancy to be filled as required by ARTICLE V, Section 1. Nominations shall also be accepted from the floor.

Section 3

Election to office shall be made by majority vote of members present.

ARTICLE IX

REVENUE

Section 1

Annual Dues:

Chief School Financial Officer	\$100.00
Active Membership	\$50.00
Associate Membership	\$50.00
Honorary Membership	NONE
Industrial Membership	\$100.00
Emeritus Membership	\$10.00

The industrial membership dues include the business plus one person who represents the business. Additional representatives of the business may become members of the Association for an annual membership fee of \$50.00.

Section 2

The executive committee may charge a registration fee for attendance at the annual meeting. Such monies will be used to cover the cost of the annual meeting.

Section 3

All expenditures shall be paid by check with the Executive Director signing all checks upon approval by the President.

Section 4

The association books shall be audited at least once a year. The audit committee shall make a written report to the executive committee at the annual meeting.

Section 5

The executive committee shall determine the official depository of the association with the first consideration given to the recommendation of the Executive Director.

Section 6

In case of the inability of persons designated to sign checks to perform their functions, the executive committee shall designate those who shall act as substitutes.

ARTICLE X

RULES OF ORDER

Section 1

"Roberts Rules of Order" shall be the parliamentary authority for all matters not specifically covered by the Constitution and bylaws of the association.

ARTICLE XI

QUORUM

Section 1

At all meetings of the association a majority of members present, subject to the decision of the presiding officer, shall constitute a quorum.

ARTICLE XII

AMENDMENTS

Section 1

Suggested changes or additions to the Constitution and bylaws may be proposed at any time to the President of the association. Such proposals for changes or additions shall be referred to the committee on Constitution and Bylaws for recommendations. The committee shall then submit the resolution along with recommendation at the First General Session of the annual meeting of the association, which shall then be voted on at the annual business session.

BYLAWS OF THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE I

DUTIES OF OFFICERS

Section 1

The President shall have general supervision of affairs of the association, and in this capacity shall:

- A. Prepare the program for the general session and for meetings of the association and shall have power to modify or change the program if, in his/her judgment, the best interests of the association are served thereby, provided such changes do not conflict with the provisions of the Constitution and Bylaws.
- B. Preside at meetings of the association and the executive committees.
- C. Appoint and call meetings of various committees of which the President shall be an ex-officio member of all committees except the auditing committee.
- D. Approve all expenses incurred by the association prior to payment of claims.

Section 2

The administrative Vice-President is designated the President-Elect and shall act for the President in his/her absence and shall perform other duties assigned by the President. The President-Elect shall succeed to the presidency upon expiration of the term of office of the President.

Section 3

The Vice-President in charge of membership shall appoint the members of the committee and shall be charged with:

- A. Enlisting new members.
- B. Promoting the professional development of the present membership.
- C. Maintaining communications with the membership.

Section 4

The Directors shall perform the following duties:

- A. They shall be expected to attend all executive committee meetings. However, they shall notify the President if their presence is not possible.
- B. They shall assist in the planning of the annual meeting.
- C. They shall uphold and promote the objectives of the Alabama Association of School Business Officials.

ARTICLE II POWERS OF THE EXECUTIVE COMMITTEE

Section 1

The Executive Committee 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 said actions are not in conflict with the Constitution and Bylaws of the association.

Schedule of Amendments			
Article	Section	Description	Date Changed
VIII	3	Election by majority of members present	May 9, 1969
IV	2	Establish terms of elected officers (6/1 thru 5/31)	May 15, 1975
III	1	Add industrial members	1978
III	5	Description of industrial members	1978
IV	1	Add Vice-President for membership and designate 1st Vice- President as Administrative Vice-President	1978
IX	5	Add with first consideration to the recommendation of the Treasurer	May 9, 1980
III	1	Include Emeritus membership	May 9, 1985

III	6	Added Emeritus membership. Moved original Section 6 to Section 7	May 9, 1985
III	7	Privilege of membership	May 9, 1985
IV	3	Added to establish Directors under Article IV Increased Directors from four to six	May 9, 1985
V	1	Deleted the establishment of Directors under this section. Changed number to constitute a quorum from five to six and as required either the President or President-Elect to be present	May 9, 1985
IX	1	Changed membership dues from \$5.00 to \$10.00. Established dues for industrial members and Emeritus.	May 9, 1985
IX	2	Deleted, if necessary	May 9, 1985
IX	3	Enabled the Treasurer to sign all checks for expenditures upon approval of the President	May 9, 1985
III	1	Added lifetime membership. Moved original section 7 to section 8.	May 11, 1990
III	8	Privilege of membership	May 11, 1990
III	5	Add Service membership	May 11, 1990
IX	1	Changed membership dues from \$10.00 to \$20.00	May 16, 1997

V	4	Created Position of Executive Director	April 21, 2005
IV	4	Established Position of Exhibitor Directors	May 18, 2007
IV	1	Remove Position of Treasurer	May 16, 2008
IV	3	Increase number of Directors from six to nine	May 16, 2008
VI	1	Change responsibility from Treasurer to Executive Director	May 16, 2008
IX	3	Change responsibility from Treasurer to Executive Director	May 16, 2008
I	5	Delete duties of Treasurer from Bylaws; move Section 6 to Section 5.	May 16, 2008
IV	1	Delete office of Secretary.	May 15, 2009
IV	2	Changed term of each officer to two years.	May 15, 2009
IV	4	Increased number of exhibitor directors from three to four.	May 15, 2009
V		Added: Executive Director shall also serve as Secretary to the Board.	May 15, 2009
IX	1	Increased annual dues.	May 15, 2009
IV	3	Deleted following: (1) Effective June 1, 2009; (2) Each director shall be elected for a three-year term except as noted below. (3) except that there shall be a transition period beginning June 1, 2009 and ending May 31, 2011 whereby the term of one director elected during the annual meeting in May 2009 shall end on May 31, 2010 and a one director elected during the annual meeting in May 2009 shall end on May 31, 2011.	May 14, 2010
IV	4	Deleted following sentence: In order to start the rotation, exhibitor directors appointed in May 2007 will serve for 1, 2, or 3 year terms ending at the close of the following year's conference.	May 14, 2010
IX	1	Deleted: Chief School Financial Officer dues include SASBO membership.	May 14, 2010

Constitution and By-laws as amended and ratified May 14, 2010.