

# Arkansas Association of School Business Officials (AASBO) CONSTITUTION & BYLAWS

## Article I: Name

**Section 1.** The name of this organization shall be the Arkansas Association of School Business Officials.

## Article II: Objectives

**Section 1.** The objectives of this organization shall be:

- a. To provide the means whereby those engaged in the business administration of the public schools of the State of Arkansas can meet, discuss and study all phases of public school business administration.
- b. To cooperate and affiliate with the AAEA (Arkansas Association of Educational Administrators) and any other organization for the betterment of public education.
- c. To influence in a positive manner legislation and state board / department of education policies and procedures that affect school business practices in Arkansas.
- d. To improve the expertise, skills, and image of school business officials employed in the state's educational institutions.
- e. To strive constantly for the highest standards of ethics, efficiency and economy in business methods and practice.

## Article III: Membership

**Section 1.** Membership in the organization shall consist of:

- a. Active Members - Individuals holding responsible positions in business management in local school districts, charter schools, private schools, vocational schools, colleges, universities or state agencies.
- b. Corporate Members - Persons or firms who derive income in whole or in part through business transactions with public schools, charter schools, private schools, colleges, universities, or the Arkansas Department of Education. This class of membership may not vote or hold office.

**Section 2.** Members shall be admitted to membership as follows:

- a. Meeting the qualifications stated in Article III, Section 1.
- b. Payment of dues as prescribed by AAEA.

## Article IV: Officers

**Section 1.** The officers of the Association shall consist of president, president - elect, vice-president and secretary-treasurer (each with automatic succession), the three most immediate past presidents, the SASBO State Director, or any AASBO representative that serves as a SASBO officer, and the AASBO Representative who serves as an officer on the AAEA Board of Directors.

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**Section 2.** The officers shall be elected by the membership at large at the annual state meeting, shall assume office on July 1, and shall hold office for a period of one year following election, from July 1 through June 30, with the exception of the SASBO Director who will serve a three year term and the AASBO Representative / AAEA officer who will serve a four year term.

**Section 3.** If a vacancy occurs, other than the president, the Board of Directors shall have the authority to fill a vacant officer's position from the membership and a vacant director's position from the membership of that director's congressional district. Such appointment of an officer or director shall be interim and shall be subject to an election at the next regularly scheduled time for which a vacancy occurs in that position.

**Section 4.** The duties of the officers shall be as follows:

a. The president shall be the presiding officer of the Association or shall arrange for a presiding officer at all meetings of the Board of Directors and special committees, shall perform such other duties as usually pertain to the office of President, and shall;

1. Serve as one of the Association's representatives on the AAEA Board of Directors, and

2. Appoint all committees and chairperson of each committee, with the approval of the Board of Directors.

b. The president - elect shall serve as Program Chairperson and shall complete the term as president in the event the office of president becomes vacant. He / She shall assume the duties and responsibilities of the president in his / her absence.

c. The vice - president shall serve as the Chairperson of the Membership Committee and assume all the duties and responsibilities of the President in the absence of the President and the President-Elect.

d. The secretary - treasurer shall keep an accurate set of minutes of all board meetings, shall perform or coordinate the usual duties pertaining to the office of secretary treasurer and shall:

1. Provide a copy of minutes to all members of the Board of Directors.

2. Keep an accurate list of all Association members.

3. Receive and deposit in the bank all funds received by the Association.

4. Keep accurate financial records.

5. Pay all bills approved by Board of Directors, and

6. Provide a treasurer's report at regular meetings of the Board.

e. The immediate past president – serve as one of the Association’s representatives on the AAEA Board of Directors

### Article V: Board of Directors

**Section 1.** The Board of Directors shall consist of the officers stated in Article IV plus one board member from each of the four Congressional Districts in the state and one board member-at-large and the current Fiscal Services Assistant Commissioner and an APSCN Representative to be selected by ADE. Each board member, except the Fiscal Services Commissioner and APSCN Representative and the board member-at-large, shall be elected for a

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two-year term, two of which will expire each year. Eight members of the Board of Directors shall constitute a quorum. Board members appointed / elected shall not be from the same LEA as any other member of the board.

**Section 2.** The Board of Directors shall determine the Standing Rules and the activities of the Association, approve all bills, and advise the president in matters of general management of the Association.

**Section 3.** The Board of Directors shall be vested with the power to call special meetings of the Association and designate the date, time and place of any such meetings, together with the reason for calling such a special meeting.

**Section 4.** The Board of Directors shall meet a minimum of four times a year - date and time to be determined by the board. When possible, the president should notify all members of the board ten days prior to the called meeting and provide an agenda for all regular meetings and called meetings in advance of the meeting.

**Section 5.** The Board of Directors shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the welfare of the Association.

**Section 6.** The Executive Director of AAEA shall serve as an ex-officio member of the Board of Directors for communicative and resource purposes.

### Article VI: Committees

**Section 1.** There shall be eight standing committees in the AASBO. They are:

a. Program Committee - To be chaired by the president - elect for the purpose of planning and developing meetings through the AAEA, which shall consist of an annual meeting and joint meetings with the AAEA as desirable.

b. Membership Committee - To be chaired by the vice - president for the purpose of encouraging membership in AASBO as well as keeping an accurate record of membership.

c. Policies and Resolutions Committee - To be chaired by an appointee chosen by the president for the purpose of recommending policies, procedures, and resolutions to the Board of Directors that would support, maintain and carry out the purpose of the Association.

d. Legislative / ADE Liaison Committee - To be chaired by an appointee chosen by the president for the purpose of developing a legislative program that would be in the best interest of the Association in regard to school business practices in Arkansas.

e. Certification Committee - To be chaired by an appointee chosen by the president for the purpose of developing, implementing and monitoring a professional certification program for AASBO members.

f. Scholarship Committee – To be chaired by an appointee chosen by the president for the purpose of developing, implementing, and monitoring a scholarship program for children of AASBO members.

g. Mentoring Committee – To be chaired by an appointee chosen by the president for the purpose of developing, implementing and monitoring a mentoring program for AASBO members.

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h. Nominating Committee - To be chaired by an appointee chosen by the president for the purpose of submitting a slate of at least one name for each vacancy to be filled. This appointment shall be made in accordance with Article VIII, Section 2.

**Section 2.** It shall be the duty of each committee appointed to perform the duties as prescribed in Section 1 above and by the president of the Association.

**Section 3.** Each committee shall report to the membership at the annual meeting and at any time desirable to the Board of Directors.

**Section 4.** The president may appoint any additional committees deemed necessary by either the president or the Board of Directors. The term of any special committee shall expire when it has completed its work and made its report to the Board of Directors and / or general membership.

**Section 5.** The chairperson of each appointed committee of AASBO shall automatically be a part of corresponding committee of AAEA.

### Article VII: Meetings

**Section 1.** There shall be at least one annual meeting of the Association.

**Section 2.** Other meetings may be called when the Board of Directors deem it necessary. Any meetings sponsored by the AAEA may include involvement from AASBO if both organizations desire.

### Article VIII: Nominations and Elections

**Section 1.** The officers and members of the Board of Directors shall be elected at the annual meeting of the Association.

**Section 2.** The president shall appoint a Nominating Committee of three past presidents who shall submit a slate of at least one name for each vacancy to be filled. Nominations shall be accepted from the floor.

### Article IX: Revenue

**Section 1.** Dues shall be payable on the fiscal year basis (July 1 - June 30).

**Section 2.** The AAEA Board of Directors shall set the rate of annual dues.

**Section 3.** All revenue collected by AASBO shall be done so by the AAEA office and properly accounted for by the secretary - treasurer, who shall give a treasurer's report at each meeting of the Board of Directors. A report will be provided to the general membership at the annual meeting of the Association.

**Section 4.** The AAEA Executive Director will set registration fees for the annual meeting with approval from the Board of Directors.

**Section 5.** Financial records of the Association will be audited in accordance with AAEA procedures.

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**Section 6.** A paid membership in AASBO shall also include membership in SASBO.

## **Article X: Rules of Order**

**Section 1.** Robert's **Rules of Order** shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution.

## **Article XI: Amendments**

**Section 1.** An amendment or alteration in the constitution of the Association may be adopted by a two-thirds vote of the members present at any annual meeting or at a special meeting called for that purpose by the president.

The AASBO Constitution was adopted by the Association in March, 1986.

Revised - February 5, 2003

Revised - February 1, 2008

Revised – March 4, 2016

Revised – March 1, 2018

Revised – March 4, 2021

Revised – February 10, 2023