

**BYLAWS OF THE ASSOCIATION
OF
ASSOCIATION SCHOOL BUSINESS OFFICIALS OF OKLAHOMA
(OkASBO)**

**Article I
Duties of Officers**

Section 1. President

The President shall be the executive officer of this Association and shall preside over all meetings of the Association and of the Board of Directors. The President shall appoint all committees and shall be an ex-officio member of all standing and special committees. The President shall perform such other duties as usually pertain to the office.

Section 2. President-Elect

The President-Elect, in the absence of the President, shall preside at all meetings of the Association and ~~at~~ the meetings of the Board of Directors. The President-Elect shall also perform such other duties that usually pertain to the office, or that may be assigned by the President of the Board of Directors.

Section 3. Vice President

The Vice President, in the absence of the President and President-Elect, shall preside at all meetings of the Association and ~~at~~ the meetings of the Board of Directors. This individual shall also perform such other duties that usually pertain to the office, or that may be assigned to him by the President and the Board of Directors.

Section 4. The Board of Directors

- A. The Board of Directors shall determine policies and activities of the Association, elect members, approve budgets, approve all bills, advise the President regarding the appointment of regular committees, and have general management of the Association. Such action may be by a mail ~~ballot,~~ or electronic ballot, the ballots and results to be filed with the Executive Director
- B. The Board of Directors shall be vested with the power to act in the name of the Association between meetings on all matters pertaining to the welfare of the organization that may be brought to its attention by the President.
- C. 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 meeting, together with the reason for call of such special meeting, same to be fully stated in a notice to each member.
- D. The Board of Directors shall meet to establish a plan of work, and at the call of the President, which call by the President must provide five (5) days advance written notice.
- E. The nominee(s) for the Board of Directors shall be presented to the membership at the spring meeting for approval. Members of the Oklahoma ASBO shall have an opportunity to nominate from the floor any member that has consented to the nomination and is present at the time of the nomination.
- F. If it is not possible to conduct the election at the spring meeting, the Board of Directors may present the nominee(s) to the membership for approval at an alternate time in a manner the Board of Directors deems appropriate.

Section 5. Immediate Past President

The Immediate Past President shall serve as a member of the Board of Directors for (1) year following the term as President.

The Immediate Past President shall serve as chairperson of the Nomination Committee to select a nominee to fill an unexpired or expired term of a Board of Director. The Nomination Committee shall consist of (3) members, the Immediate Past President, and two other Board of Directors as appointed by the President of Oklahoma ASBO and approved by the Board of Directors.

Section 6. Associate Business Member Board of Director

This Director is charged with bringing concerns and opportunities from the Associate Membership to [the](#) Board of Directors and participating in advising the Board of Directors in matters relating to association business. This member of the Board of Directors shall serve as a non-voting member that does not assume ~~to~~ the officeholder positions. The Associate Membership can recommend this Director. If no recommendation is presented, the other Board of Directors shall select an associate member to recommend for election at the spring meeting. [The](#) election shall be outlined in Section 4.

**Article II
Duties of Executive Director**

Section 1. Executive Director

The Executive Director shall keep the records of membership, attendance, and minutes of the meetings of the Association, Board of Directors, and committees. The Executive Director shall present all bills to the Board of Directors and shall sign all checks for payment. The Executive Director shall submit a report to the annual meeting of the Association and at such other times as the President, or Board of Directors may require. The Executive Director shall collect all funds due [to](#) the Association, including membership fees and dues, and promptly deposit the same in the official depository and shall disburse the same on [the](#) order of the Board of Directors. All disbursements from Association funds shall be made by prenumbered checks only. These accounts and books shall at all times be open to the inspection of the President, Board of Directors, and any authorized auditors. The Executive Director shall make a report at the first meeting of the Association each year and at such other times as the President, or Board of Directors may require. The Executive Director shall maintain a Surety Bond in the sum of One Thousand Dollars (\$1,000.00) for the faithful performance of the duties of the office, the premium of said Surety Bond to be paid by the Association.

Section 2. Political Action

The Association of School Business Officials shall not endorse, either by expenditure of funds or through a vote of its Board of Directors or membership, any candidate for public office.

The Association of School Business Officials may become politically active to influence legislation that affects the Association or its members when the Board of Directors has taken affirmative action on the named issues.

**Article III
Committees**

Section 1. Committee Listing

The following standing and professional committees are in conformance with those established by the Association of School Business Officials International. The School Business Officials of Oklahoma (OkASBO) will create and maintain similar committees to meet the needs of the membership.

Standing Committees

Nomination/Elections

Professional Committees

Accounting, Auditing, & Budgeting
School Finance
Professional Development
Risk Management
Legislative Affairs
Information Systems
Environmental Aspects
Human Resources & Labor Relations
International Aspects
Legal Aspects
Management Techniques
Pupil Transportation
Purchasing & Supply Management
School Facilities Management
School Food & Nutrition

Section 2. Professional Committee Members and Chairpersons

The professional committees shall be comprised of at least five (5) members and one chairperson.

The chairperson and members shall serve a three (3) year term.
Selection of chairperson will be made by the Board of Directors.
Professional committee members will be selected from:

1. ASBO membership desiring participation on a committee,
2. Recommendations from the Board of Directors and/or Committee Chairpersons.

Vacancies and/or new appointments of professional committee members will be brought to the Board for confirmation.

**Article IV
Dues and Voting**

Section 1. Dues

Dues for each membership category shall be set by the Board of Directors.

Section 2. Election and Voting

Election of the incoming Directors of the Association shall be held on the last day of the spring meeting. [If it is not possible to conduct the election at the spring meeting, the election will be held at an alternate time in a manner deemed appropriate by the Board of Directors.](#)

Section 3. Change in Constitution and Bylaws.

Changes in constitution and bylaws shall be determined by two-thirds of the majority of members present. All other questions shall be decided by a majority vote.

Section 4. **Rules of Order**

“*Roberts Rules of Order*” shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

Revisions to the Constitution and Bylaws:

Adopted and approved at Midwest City this 12th day of January 1957.
Adopted and approved at Oklahoma City this 17th day of February 1961.
Adopted and approved at Oklahoma City this 13th day of March 1964.
Adopted and approved at Oklahoma City this 23rd day of March 1973.
Adopted and approved at Oklahoma City this 31st day of March 1978.
Adopted and approved at Oklahoma City this 25th day of March 1987.
Adopted and approved at Oklahoma City this 15th day of September 1989.
Adopted and approved at Oklahoma City this 23rd day of March 1990.
Adopted and approved at Oklahoma City this 3rd day of April 1992.
Adopted and approved at Oklahoma City this 6th day of April 1994.
Adopted and approved at Oklahoma City this 13th day of April 1995.
Adopted and approved at Oklahoma City this 16th day of April 1999.
Adopted and approved at Oklahoma City this 16th day of September 2005.
Adopted and approved at Oklahoma City this 14th day of April 2012.
Adopted and approved at Midwest City this 3rd day of October 2014.

Attest:

Executive Director

President