

**BY-LAWS OF THE ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS OF OKLAHOMA**

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. He shall appoint all committees and shall be ex-officio member of all standing and special committees. He shall perform such other duties as usually pertain to the office of the President. He shall approve all expenses incurred by the Association or by any officials of the Association before claims for such are paid.

Section 2. President Elect.

The President Elect, in the absence of the President, shall preside at all meetings of the Association and at the meeting of the Board of Directors. He shall also perform such other duties that usually pertain to the office or that may be assigned to him 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 meeting of the Board of Directors. He 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 appointment of regular committees, and have general management of the Association. Such action may be by a mail ballot, the ballots and results to be filed with the Executive Secretary
- (b) The Board of Directors shall be vested with the power to act in 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 be mailed to each member.

- (d) The Board of Directors shall meet in 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 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.

Section 5. Immediate Past President.

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

The Immediate Past President shall serve as chairperson of 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 Member Board of Director

This Director is charged with bringing concerns and opportunities from the Associate membership to 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. This Director can be recommended by the Associate membership. If no recommendation is presented, the other Board of Directors shall select a member to recommend for election at the spring meeting. Election shall be outlined in Section 4.

Article II

Duties of Executive Secretary

Section 1. Executive Secretary.

The Executive Secretary shall keep the records of membership, attendance, and minutes of the meetings of the Association, Board of Directors and committees. He shall present all bills to the Board of Directors and shall sign all checks for their payment, He 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. He shall collect all funds due the Association, including membership fees and dues, and promptly deposit the same in the official depository, and shall disburse the same on 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, the Board of Directors, and any authorized auditors. He shall make a report at the first meeting of the Association each year and at such other times as the President or the Board of Directors may require. He shall give a Surety Bond in the penal sum of One Thousand Dollars(\$1,000.00) for the faithful performance of the duties of his 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 have taken affirmative action on the named issues.

Article III **Committees**

Section 1.

Committee Listing

The following standing and research committees are in conformance with those established by the Association of School Business Officials International.

Standing Committees Nomination/Elections

Research Committees School Accounting School Finance Membership Development Professional Development Risk Management State Department of Education/Vocational Technical Education Legislative Treasurer Technology

Section 2.

Research Committee Members and Chairpersons

The research 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.

Research 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 research committee members will be brought to the Board for confirmation.

Article IV

Dues and Voting

Section 1. Dues

- (a) Dues shall be payable each fiscal year.
- (b) Active Member Dues

Individual Dues: The annual dues for an individual member shall be twenty-five (\$25.00). Payment of such dues shall entitle members to receive the printed annual reports of the Association and special bulletins and reports as issued.

Registration fees will be set by the Board of Directors, but shall not be less than \$75.00 per meeting for persons paying individual membership dues.

Institutional Membership:

(A) \$150.00 Institutional Membership entitles one (1) person to attend two state meetings, Fall and Spring. It will list the designated person and the school in the programs.

(B)) Each additional Institutional Membership adds an additional \$100.00 to the district costs, with the benefits listed above.

Substitution of an institutional member will be allowed. Additional persons attending from a district who has an Institutional membership will each pay a \$50.00 registration fee at the meeting.

- (c) The Board of Directors is authorized to charge a registration fee for each meeting.

- (d) Emeritus Member Dues: Annual dues for an emeritus (retired) member shall be ten dollars (\$10.00). Registration fees shall be twenty-five dollars (\$25.00) per meeting.
- (e) Associate Member Dues: Annual dues for associate members shall be seventy five dollars (\$75.00).

Section 2. **Election and Voting.**
Election of the incoming Directors of the Association shall be held on the last day of the spring meeting.

Section 3. **Change in Constitution and By-Laws.**

Changes in Constitution and By-Laws 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 By-Laws.

Revisions to the Constitution and By-Laws:

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.
~Added Section 6 in Article I~

Attest:

Signed by C. Jack Harrel
Executive Secretary/Treasurer

Signed by Sreve Shiever
President