

UTAH ASSOCIATION OF SCHOOL BUSINESS OFFICIALS – UASBO

BYLAWS

Updated: October 2015

Article I – Organization

Section 1. NAME: The name of the organization shall be: UTAH ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Section 2. AFFILIATIONS: The Executive Committee shall establish a policy setting forth the criteria for affiliating with the Association of School Business Officials International and any other organizations.

Section 3. FISCAL YEAR: The fiscal year shall be the calendar year.

Article II – Objectives

The objectives of the Association shall be:

- To improve the efficiency, performance, and ethical conduct in the practice of school business administration.
- To sponsor and conduct research concerning school business management and administration, and provide such information to members and interested organizations.
- To develop leadership at the state and national levels.
- To cooperate with other education associations in planning and conducting workshops, conferences, and seminars involving areas of school business.
- To inform the appropriate legislative bodies and governmental agencies of the Association's position on key legislative issues relating to the administration of educational enterprise.
- To assist in securing adequate financial support for education.
- To meet other identified needs of the profession and membership.

Article III – Membership

Section 1. MEMBERSHIP: Membership shall require Executive Committee approval. Membership is required for participation in conferences, workshops, and other Association meetings.

- a. School Districts. Every School District may have one (1) voting member in the Association. The voting member shall be the Business Administrator or their designee. Other school district personnel may be registered as members as determined by the Business Administrator.

Section 2. DUES: The Executive Committee shall set the annual dues for school districts.

- a. Term. The membership year is the calendar year January 1st through December 31st. Dues are payable before November 30th of each year. Dues not paid by November 30th shall result in termination of membership.

Article IV – Administration

Section 1. OFFICERS: The Association Executive Committee shall consist of five officers. They shall be the President, President-Elect, Vice President, Immediate Past President, and Executive Director. The Executive Director is an ex-officio member of the Executive Committee. This committee shall be responsible for all operations of the Association and meet together as needed to conduct such business as is necessary. The President shall be Chairperson of this committee and call and convene any necessary meetings to conduct Association business. Officers must be current members of the Association.

Section 2. RESPONSIBILITIES OF OFFICERS:

- a. PRESIDENT. The President shall serve a one-year term, automatically advancing to the office after having served a one-year term as the President-Elect. The President’s duties shall be:
 - (1) Serve as Chairman of the Executive Committee,
 - (2) Preside at all meetings of the Association and of the Executive Committee,
 - (3) Have general supervision of the affairs of the Association,
 - (4) Perform the duties usually administered by the chief executive of such an Association,
 - (5) Schedule and prepare the program for the regular meetings of the Association, with the approval of the Executive Committee,
 - (6) Have the power to modify or change the program so, if deemed necessary, the best interests of the Association are served thereby, provided such change does not conflict with the provisions of the Bylaws,
 - (7) Appoint all committees not otherwise provided for, and
 - (8) Together with at least one other officer, approve all expenses incurred by the Association or by any officials of the Association before claims for such obligations are paid.
- b. PRESIDENT-ELECT. The President-Elect shall serve a one-year term, automatically advancing to the office after having served a one-year term as the Vice President. The President-Elect shall assume the duties and responsibilities

of the President, if absent, and perform other duties assigned by the President and Executive Committee.

- c. VICE PRESIDENT. The Vice President shall be elected at the UASBO Fall meeting. The Vice President shall assume the duties and responsibilities of the President-Elect, if absent, and perform other duties assigned by the President and Executive Committee.
- d. IMMEDIATE PAST PRESIDENT. The Immediate Past President shall be Parliamentarian and perform any other duties assigned by the President and Executive Committee.
- e. EXECUTIVE DIRECTOR. The Executive Committee shall contract with the Executive Director. The duties shall be:
 - (1) Keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Committee,
 - (2) Receive and collect all monies due the Association,
 - (3) Hold in safekeeping all Association funds,
 - (4) Certify all claims for payment to the President and together with the President approve all claims before payment is made,
 - (5) Keep a list of members,
 - (6) Be custodian of all the property belonging to the Association,
 - (7) Keep a file of all official correspondence of the Association,
 - (8) Serve all necessary notices after the same have been approved by the President,
 - (9) Make a full report in writing of the transactions of the Association at its regular meetings,
 - (10) Perform any other duties not herein specified which may normally fall within the duties of this office,
 - (11) At the expiration of the term of office as Executive Director, complete and transfer to the successor of office all books, paper records, and any other property belonging to the Association,
 - (12) Keep a correct record of all receipts and disbursements supported by proper vouchers,
 - (13) Close and balance the books as of December 31 each year, and
 - (14) Furnish a complete financial statement to be presented at the following regular meeting.

Section 3. NOMINATING COMMITTEE: The Executive Committee shall act as a Nominating Committee, nominating members of the Association to fill vacancies for offices voted on by UASBO members. UASBO members shall be notified of nominations prior to the Association's Fall meeting. Nominations for any vacancy may also be made from the floor by members attending the Fall meeting.

If the President or President-Elect of the Association is unable to complete a term of office then the President-Elect and Vice President will automatically succeed to the next position to complete the remaining portion of the vacant term and their elected

term. The Nominating Committee will appoint a replacement for the Vice President, which must be ratified by the general membership at the next Fall meeting.

Association members who wish to be considered for one of these positions must formally or informally contact the President no later than September 1st of each year.

Article V – Meetings

The Executive Committee shall establish a schedule of conference and meetings to meet the needs of the membership. The Executive Committee will determine locations for the meetings in advance.

Article VI – Bylaws Amendments

Proposed Bylaw changes shall be provided to voting members at least 10 days prior to any vote. Changes will be approved by a two-thirds majority of quorum present at the meeting where amendments are presented. All amendments shall become effective immediately.

Article VII – Quorum

At all regular and special meetings of the Association, a quorum is defined as 50% of the voting membership. The quorum can be established by proxy vote, electronic participation, or in person. A two-thirds majority of the quorum present will be required to pass any motion.