

BY-LAWS
of
ALASKA ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS

ARTICLE I
PURPOSES

The purpose for which the corporation is formed is:

- (a) To provide the means whereby those engaged in the business administration of the schools in the State of Alaska can meet and discuss and study all phases of school business administration.
- (b) To cooperate with any organization for the betterment of education.
- (c) To strive constantly for the highest standards of ethics, efficiency, and economy in business methods and practices.
- (d) To serve in an advisory and consultant capacity to school districts and other organizations in matters relating to school business administration.
- (3) To work for the improvement of qualifications of school business officials.
- (f) To conduct, sponsor, or join with others in conducting or sponsoring research concerning school business management and administration of schools.

ARTICLE II
MEMBERSHIP

Section 1. Membership in the organization shall consist of:

- (a) Individuals directly employed or independently contracted in the functions of business administration of schools, public or private, in the State of Alaska.
- (b) Officials and employees of the offices of School Districts, Superintendents of Schools, and the State Department of Education particularly concerned with the business administration of the schools in the State of Alaska.
- (c) Associate Members: Those individuals who have either a direct or indirect influence in the area of school business and do not qualify for membership under Article II, Section I, (a) or (b). Associate members may not hold office in the Association or vote on Association matters.
- (d) Honorary Members: Past Presidents and recipients of the School Business Officials of the Year Award of the Association may be awarded membership upon

their retirement from public school service. No dues shall be required of Honorary Members. Honorary Membership shall be nominated by current members in writing to the Executive Committee and shall be elected by the Executive Committee.

ARTICLE III OFFICERS

Section 1.

(a) The officers of the Association shall be President, a President-Elect, Treasurer, and Secretary.

(b) The Secretary shall serve the first year as the Secretary the second year as President-Elect and the third year as President.

(c) The President shall appoint a treasurer for his/her term of office.

(d) The Board shall appoint an Executive Director for a term of one (1) year.

Section 2.

(a) The term of office shall be from the adjournment of one annual meeting to the adjournment of the next succeeding annual meeting, except as herein before provided; or until their successors have been elected.

Section 3.

(a) The president shall be the executive officer of the Association and shall preside over all business meetings. He/She shall appoint all committees and shall be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of the President.

(b) The President-Elect shall assume the duties and responsibilities of the President in his/her absence and shall assume all other duties as usually pertain to the Office of the President-Elect.

(c) The Treasurer shall collect all monies due the Association and shall keep an accurate accounting of all revenue and expenditures of the Association and make an annual report of the same to the membership.

(d) The Secretary shall keep the records of membership, attendance, and proceedings of all annual meetings and special meetings of the Association, and the minutes of all meetings of the Executive Committee. He/She shall perform the usual duties pertaining to the office of Secretary.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1.

(a) The Executive Committee (also known as the Board of Directors) shall consist of the President, President-Elect, Secretary, and six (6) members-at-large, who shall be elected for two (2) year terms. The immediate Past President and the Treasurer shall be ex-officio members.

Seats A, B, and C, shall be elected in odd-numbered years and Seats D, E, and F, shall be elected in even-numbered years.

Section 2.

(a) Five (5) members of the Executive Committee shall constitute ea quorum.

(b) The Executive Committee shall have the power to fill, by appointment, any vacancies in its membership. An officer or a member-at-large appointed or elected to fill a vacancy shall serve for the unexpired term of his/her predecessor.

Section 3.

(a) The Executive Committee shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the operation and welfare of the organization.

(b) The Executive Committee may not incur any indebtedness in excess of the estimated revenues, including prior year fund balance unless authorized by majority vote at an annual meeting.

Section 4.

(a) Officers may not receive remuneration in form of a salary for services to the Association.

Section 5.

(a) The Executive Director shall be responsible for the daily operations of ALASBO.

ARTICLE V MEETINGS

Section 1.

(a) Unless otherwise ordered by the Association or by the Executive committee, one annual meeting shall be held at such time and place as shall be determined by the Executive Committee. It shall be for the purpose of election of officers, receiving reports of officers, and committees, and for any other business that may arise.

Section 2.

(a) Other meetings may be called when in the judgment of the Executive Committee a meeting is necessary.

Section 3.

(a) A majority of those enrolled in attendance at the annual meeting of the Association shall constitute a quorum. A simple majority of the votes cast is adequate to act on the affairs of the Association.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1.

(a) All officers and members of the Executive Committee except ex-officio members shall be elected at the annual meeting of the Association except as specified in Article IV, Section 2, (b).

Section 2.

(a) The President shall appoint a Nominating Committee of four (4) members, all shall be past presidents, which shall submit a slate of at least one name for each vacancy to be filled at the annual meeting. Nominations shall be solicited from the members by the nominating committee and shall be accepted from the floor.

ARTICLE VII REVENUE

Section 1.

(a) Dues shall be payable on the date of the annual meeting for the year following, and shall be in an amount as from year to year determined by the Executive Committee.

Section 2.

(a) The Executive Committee is authorized to charge a registration fee for the annual meeting, which such a fee is necessary to defray any part of the cost of the annual meeting.

**ARTICLE VIII
AFFILIATION**

Section 1.

(a) The Alaska Association of School Business Officials shall be an affiliate of the Association of School Business Officials International.

Section 2.

(a) Affiliation with the Association of School Business Officials International shall be in accordance with the Proposals for Affiliation document as adopted at the August 21, 2001, annual convention of ASBO.

(b) Adopted at an Executive Committee meeting of the above-named corporation, this 18th day of April, 1975.

**ARTICLE IX
BY-LAW AMENDMENT**

Section 1.

(a) Changes or additions to the By-Laws may be proposed at any time. Such proposals for changes or additions shall be referred to the Committee on By-Laws for recommendation. The Committee shall then submit the resolution, along with their recommendation. The Committee shall then submit the resolution, along with their recommendation to the Board of Directors for comment not later than thirty (30) calendar days prior to distribution to the membership. Distribution to the membership shall occur not later than thirty (30) calendar days before the annual meeting of the Association. Such changes or additions must be acted upon by the Association.

Attest:

Secretary

APPROVED at the Annual meeting of April 20, 1979
Revised April 1996
Revised 2004
Revised December 2005
Revised December 2007