

# Alaska Association of School Business Officials



## Policy Manual

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# **Alaska Association of School Business Officials**

## **Policy Manual**

# **Introduction**

This manual contains the policies governing the structure, organization, operations, programs, and services of the Alaska Association of School Business Officials (ALASBO).

These policies include but are not limited to the Association's Bylaws as adopted by the ALASBO membership and policies adopted by the Association's Board of Directors to guide association activities.

The Board of Directors authorized the preparation of this manual and has provided for its ongoing maintenance in order to give members easy access to all policies of the Association, and thus make possible greater efficiency in all areas of Association activity.

A copy of the manual will be posted on the Association website.

Terminology: The word "Board", capitalized, refers to the Board of Directors of ALASBO. To avoid problems with wording, the masculine pronoun has been used to refer to both sexes.

# Chapter One: GOVERNANCE

## 1.0 Association

### 1.001 Constitution and Bylaws

The Alaska Association of School Business Officials functions by the intent of the Bylaws, which enumerate the organizational tenets of the Association. Any Board action shall be in compliance with the Bylaws.

The Bylaws may be amended at the Annual Meeting after a written recommendation by the Bylaws Committee is approved by the Board and distributed to the membership at least 30 days prior to a majority vote of the members and representatives present at the annual meeting.

### 1.002 Mission Statement

The ALASBO mission statement will be reviewed annually by the Board.

### 1.003 Strategic Plan

The Board shall review and revise the strategic plan annually. The plan will contain short and long-term goals. The plan shall be distributed to the membership after it is approved by the Board at their first board meeting of the calendar year.

### 1.004 Membership

There shall be three membership categories: (1) active, (2) associate, and (3) honorary. Active and honorary members are the only groups with voting privileges. Active members are eligible to be a member of the Board.

The membership year shall be from January 1 through December 31.

A copy of the Bylaws is to be available to all new members – it is posted on the Association Website.

### **1.005 Directors**

Each director is elected by the members at the annual meeting. The term of office is two years beginning at the adjournment of one annual meeting to the adjournment of the meeting where their successors are elected.

### **1.006 Membership Meetings**

The only meeting of the general membership is the Annual Meeting, held at a time and location determined by the Board. In the event of an emergency, the Board may call a special statewide meeting. The Board shall conduct Association business when the Annual Meeting is not in session.

### **1.007 Non-Discrimination**

The Association will adhere to a policy of nondiscrimination on the basis of religion, race, color, sex, national background, age, disability status, and political affiliation in all of its programs and practices.

### **1.008 Recognition for Accomplishment**

Each Board member will be given a plaque at the end of his term.

Service awards (lapel pins) will be presented at the Annual Meeting to members and representatives who have completed ten, fifteen, twenty, twenty-five, etc., consecutive years of Association membership.

Members who retire will be honored at the Annual Meeting that falls within the same time period.

Members who qualify for ASBO Professional Recognition status (Registered School Business Administrator, Registered School Business Official, Registered School Business Specialist) will receive recognition at the Annual Meeting.

Members representing districts receiving ASBO Certificate of Excellence in Financial Reporting and Meritorious Budget Awards will be recognized at the Annual Meeting.

Members serving ASBO on committee membership and/or receiving national recognition will be recognized at ALASBO's Annual Meeting.

The executive director will verify the members qualifying for awards for service, retirement, and professional recognition.

### **1.009 Educational Organizations**

The Association will work closely with educational organizations to further common goals, purposes, and legislative objectives.

### **1.010 Governmental Entities**

The president and/or executive director will represent, or see that the Association is represented, before the Legislature and various state agencies and commissions whose decisions have an affect on local schools.

### **1.011 Other Organizations (Not Educational Organizations)**

The Association will cooperate with other groups and organizations – civic, fraternal, business, professional, etc. – to further goals of mutual interest. Advertising in Association publications that accept advertising and paid exhibits at the Annual Meeting are examples of this cooperation.

### **1.012 Alaska Council of School Administrators (ACSA)**

The Association president, president-elect and executive director will serve on the ACSA Board.

## **1.1 Board of Directors**

### **1.101 Board of Directors**

The president, president-elect, immediate past president, secretary and six directors shall constitute the Board. Ex officio, non-voting members of the Board will include the immediate past president, executive director, treasurer and any ALASBO member or representative who is a director or officer of the Association of School Business Officials International.

New officers and new directors will be recognized at the Annual Meeting.

### **1.102 Director/Officer Vacancy**

In the event of a vacancy, the executive committee shall fill, by appointment, any vacancies in its membership to serve the unexpired term of his/her predecessor.

### **1.103 Board Meetings**

The Board will hold three regular meetings a year to conduct the necessary business of the Association. The meetings will be held in the spring, summer and fall.

The regular meeting schedule (dates, times, and locations) will be determined by the president in consultation with the executive director.

The executive director and/or president will be responsible for meeting notification, agenda distribution, and all meeting arrangements.

Except in emergencies, the Board shall not attempt to decide upon any question before examining and evaluating any information any person requests the Board to consider. The president or executive director shall be given the opportunity to examine and to evaluate all such information and to recommend action before the Board attempts to make a decision.

Members of the Board shall notify the president and/or executive director prior to the meeting if that member plans to submit information on a specific agenda item.

### **1.104 Methods of Operation**

Robert's Rules of Order shall be followed in the operation of Board meetings.

### **1.105 Board Agenda**

The executive director, in consultation with the president, shall prepare an agenda for each meeting of the Board.

The agenda shall be disseminated to members of the Board at least one week in advance of the meeting, unless unusual circumstances prohibit. Background material on items to be considered at the meeting shall be disseminated with the agenda.

Additional materials concerning the business and operation of the Association may be sent to the Board periodically between the regularly scheduled quarterly meetings, as determined by the president and/or executive director.

### **1.106 Minutes**

The Board will assign the taking of Board meeting minutes to the ALASBO secretary. If the secretary is absent from a Board meeting, a Board member shall take the minutes.

The secretary shall provide a copy of the minutes to the president and executive director for their review prior to distribution to the Board. After the minutes have been reviewed, they will be included as an agenda item for the next regularly scheduled meeting. The Board shall take action on the minutes of the previous meeting at the next regularly scheduled meeting by approval as presented or approval as amended. The minutes stand as the official action of the Board on all items that come before the Board.

The secretary shall maintain the permanent record of Association minutes that will include all reports presented at a Board Meeting.

### **1.107 Committees**

The president will appoint all committees and their chairpersons from among the membership of the Association. All members desiring to serve on a committee will be appointed.

The committees will be: Audit, Bylaws, Communications, Conference, Exhibitors, Legislative, Membership, Nominations, Professional Development, Scholarship, School Business Official of the Year, and Sponsorships.

The chairperson of the Nominating Committee will be the immediate past president.

The president may appoint special committees or task forces as may be necessary. The president is a member of all committees.

### **1.108 Legal Counsel**

The use of outside legal services by the Association shall be approved by the Board.

### **1.109 Liaisons**

The Association president will appoint from among the membership representatives to serve for the Association on various state and national boards, committees, commissions, and councils.

### **1.110 Executive Committee**

An Executive Committee, composed of the Association officers and executive director, shall be charged with the administration of the affairs of the Association during the time between meetings of the Board. The Executive Committee shall meet at the call of the president.

### **1.111 Election of Officers**

The president-elect and secretary shall be elected at the Annual Meeting by a majority vote of the members and representatives in attendance. The Nominating Committee shall recommend a slate of officers at the Annual Meeting. The Nominations Committee Chair shall call for nominations from the floor. In the event of a contest for any office, the election shall be by secret ballot.

### **1.112 Policy Development**

In keeping with its authorized functions, the Board will adopt policies to carry out the Association's purposes and to ensure orderly operation.

### **1.113 Policy Manual**

Policies of the Association, including the Bylaws, will be compiled in a codified policy manual. Copies will be made available to each member of the Board. Accessibility of copies will be extended to all Association members through the website.

To add, revise, or delete a portion of the policy manual, a Board member must contact the president or executive director in regard to the change. The change will be presented to the Board for their review and action.

The executive director will be responsible for maintaining the manual and keeping it up to date with policy action taken by the Board.

### **1.114 Representation of Association**

The president and/or executive director will serve as official spokesman for the Association on a day-to-day basis, representing it before the Legislature and its committees, before various state agencies and commissions, and other public and private bodies. The Association president is the official spokesman for formal occasions. Members of the Board may be assigned by the president to represent the Association. Local citizen groups and other local organizations desiring consultation with the Association must channel their requests through the president or executive director.

# Chapter Two: ADMINISTRATION

## 2.0 Executive Director

### 2.001 Executive Director

The Board shall approve the appointment of an executive director who shall serve as the chief executive officer and be responsible for the daily operations of ALASBO. A volunteer executive director shall not receive remuneration for serving as executive director.

### 2.002 Administrative Reports

The executive director shall provide periodic reports of Association activities to the Board.

### 2.003 Conference/Convention Attendance

The president shall attend the ASBO Annual Meeting and Leadership Conference and the ALASBO Annual Conference. The president-elect shall attend the ASBO Leadership Conference.

The executive director may attend three Association of School Business Officials International (ASBO) meetings, at ALASBO's expense; annually. ASBO meetings include Annual Meeting, Leadership Conference and the Summer Meeting of the Affiliate Executive Director Group. The executive director will represent the Association at meetings for ASBO International affiliate executive directors.

### 2.004 Expenses

The following expenses are to be paid for or are reimbursable to the president, president-elect, and executive director per section 2.003 Conference and Convention Attendance: parking, tolls, gratuities, air travel, hotel, meals not included in conference registration, auto rental when necessary and ground transportation as needed.

## 2.1 Other Administrative Policies

### 2.101 Endorsements

ALASBO shall neither endorse nor oppose candidates for political elected office, either partisan or nonpartisan, at any level of government. ALASBO

shall not take a position on political issues unless they affect the operation or support of public schools.

Under no circumstances will ALASBO endorse or participate in any external program or activity, which conflicts with any ALASBO policy.

ALASBO will not endorse products or services of a private company. The executive director shall inform the Board of all written requests for ALASBO endorsements.

### **2.102 Use of Association Mailing List**

An Association membership directory will be compiled on an annual basis and distributed to active members, conference exhibitors and sponsors.

Under no circumstances will the Association's membership mailing list be released to any individual or organization for political purposes.

### **2.103 Association Records**

The president shall maintain permanent association records pertinent to Association leadership.

The executive director shall maintain permanent records of the Association pertinent to Annual Conference, Committee Manual, Policy Manual, etc.

The secretary shall maintain the Association meeting minutes.

The treasurer shall maintain the permanent financial records of the Association.

Committee chairs shall maintain the permanent Association committee records.

# Chapter Three: FISCAL MANAGEMENT

## 3.0 Accounting

### 3.001 Accounting and Reporting

The Association Treasurer, after consultation with the president and/or executive director, will report quarterly at each regular meeting of the Board on the financial affairs of the Association. The treasurer shall maintain the permanent financial records of the Association.

An independent audit firm will be hired to prepare the annual financial report and to complete the IRS 990 form.

### 3.002 Audit

The President shall appoint an audit committee to annually audit the Association's finances and expenses. The audit committee will submit an audit report to the Board and executive director prior to the spring Board meeting.

### 3.003 Authorized Signatures

The Board authorizes the signature of the Association President, Immediate Past President, Treasurer and/or the Executive Director on invoices and/or checks for payment. Signatures on any other documents other than those designated herein are not authorized to bind and/or obligate ALASBO unless expressly approved by the Board. All checks will have two signatures.

### 3.004 Fiscal Year

The fiscal year for the Association is April 1 through March 31, starting with the period beginning April 1, 2012. Until then, the fiscal year is January 1 through December 31, with a short transitional year for the period January 1 – March 31, 2012.

### 3.005 Budget

The budget for the fiscal year shall be determined at the first Board meeting of the year. A committee composed of the president, treasurer and executive director will create the proposed budget. The power to approve alterations in the budget shall rest with the Board.

A quarterly budget-to-actual report will be compiled and presented at Board Meetings.

### **3.006 Depository of Funds**

The Board will name a bank to serve as depository of Association funds.

## **3.1 Revenue**

### **3.101 Dues Structure**

To meet the expenses to carry on the programs of the Association, an annual membership fee shall be determined by the Executive Committee.

Active, and Associate membership dues structure shall be based upon a calendar year.

There will be no dues assessed to honorary members.

### **3.102 Payment of Dues**

Active and associate membership dues are to be paid at the annual meeting to maintain consecutive years of service. Members and representatives names will be removed from the ALASBO membership list if dues are not paid by the annual meeting.

### **3.103 Revenue from Non-Dues Sources**

The Board and/or executive director will make efforts to explore revenue sources other than membership dues.

### **3.104 Annual Meeting and Seminars**

The Board establishes the registration and exhibitor fees for the Annual Meeting.

Honoraria, cost of meals, necessary printed materials, and Annual Meeting/seminar housing costs are considered legitimate costs of Association meetings. Such costs will be estimated in establishing the registration fees for the Annual Meeting.

### **3.105 Investments**

This investment policy applies to all financial assets of ALASBO. These funds are accounted for in the annual financial reports.

Safety of principal is the foremost objective. Second only to meeting this objective, is the goal of maximizing return on approved types of investments that meet the preservation of capital criterion. Finally, the timing and term of any ALASBO investment must be fully compatible with liquidity requirements of discharging all ALASBO financial obligations as they come due.

The ALASBO Board will make all investment decisions within the parameters of this policy statement. The treasurer is authorized to carry out details of the investment program such as transferring funds, researching the best available investment opportunities, contacting investment advisers, arranging for necessary actions associated with a well-managed investment program. Investments should be made with judgment and with care appropriate for prevailing circumstances. Safety of capital will always be the paramount consideration. All involved in the investment process should refrain from any actual or apparent conflict of interest between ALASBO investment activities and personal activities.

The treasurer will include information in the Quarterly Financial Reports concerning current investments. The reports will reflect the type of investment, term, rate/yield, and issuing activity.

Although selection of a specific investment instrument is a function of the treasurer, such selections will meet criteria and be confined to types of investment instruments enumerated below:

- United States Treasury securities with a maturity of less than three years;
- Securities issued or guaranteed by agencies of the United States government with a maturity of three years or less;
- 100% Federally Insured Certificates of Deposit at commercial banks or savings and loan institutions with a maturity of three years or less;
- Certificates of Deposit collateralized by U.S. Government Securities with collateral valued at 110% of the CD and marked to the market at least monthly; and
- Money market mutual funds whose portfolio consists of U. S. government securities or broadly diversified money market instruments which maintain a net asset of value of \$1.00.

### **3.106 Advertising**

The Board shall establish advertising rates for the ALASBO [NewsLink](#).

## **3.2 Expenses**

### **3.201 Expense Reimbursements**

Expenses incurred by the ALASBO president, president-elect, and executive director as a result of acting on behalf of the Association will be reimbursed upon a properly executed claim with receipts for reimbursement filed with the Association. The ALASBO treasurer will approve the executive director's expenses. Hotel and transportation carrier will be refunded at actual cost. \$45.00 per day is allowed for meals when meals are not included or provided as part of the conference registration fee, (\$10.00 breakfast, \$10.00 lunch, \$25.00 dinner). Receipts are not needed for meals. Questions on any expense reimbursement will first be directed to the executive director, then to the Association president.

### **3.202 ALASBO Annual Meeting**

It is the obligation of Association members attending the Annual Meeting to pay registration fees and their own expenses. The Association will pay for the housing at the Annual Meeting for the Association president and executive director. Conference registration costs for board members will be born by the association – board members must submit a registration form for record keeping purposes.

### **3.203 ASBO International Annual Meeting**

The Association will pay the president and executive director's appropriate business expenses for the Association of School Business Officials International Annual Meeting. The expenses include registration fees, housing, transportation, and other appropriate business expenses incurred.

### **3.204 Other ASBO Meetings**

The Association will pay the expenses for the following individuals to represent the Association at the ASBO International Leadership Conference: president and executive director. The Association will pay the expenses for the executive director to attend the ASBO Affiliate Executive Directors' Group Summer Meeting.

### **3.205 Engagement of Services for Meetings**

Speakers, panelists, and workshop leaders from outside the Association and not from an organization cosponsoring a meeting with ALASBO may

be paid an honorarium in addition to expenses. Members of the Association participating in Association meetings as speakers, presenters, panelists, or workshop leaders will not be given an honorarium.

### **3.206 Payment Procedures**

The Association treasurer is authorized to approve bills for payment and sign checks. All checks require two signatures.

### **3.207 Purchasing of Goods and Services**

The executive director is authorized to purchase goods and services in accordance with the budget. Leasing arrangements shall be approved by the Board.

# Chapter Four: PROGRAMS AND SERVICES

## 4.0 Programs and Services

The president and executive director will have responsibility for investigation and development of services needed by the membership that may be provided by the Association.

New services and significant changes in services will be approved by the Board before implementation of such services and changes.

## 4.1 Programs

### 4.101 Annual Meeting

An Annual Meeting for the discussion of timely educational topics shall be held at a time fixed by the Board. The Board will determine the location of the Annual Meeting in advance.

The Board will provide the program topics and presenters for the Annual Meeting. The President, with the approval of the Board, will determine the Annual Meeting format, schedule and select the keynote speaker.

The Annual Meeting will provide an exhibit hall. The Board will establish the fees and rules for the exhibit hall. There will be no sales of products or services in the exhibit hall during the Annual Meeting.

Invited guests to the Annual Meeting will include representatives of other ASBO affiliates as appropriate. For these guests, registration fees, and meal and housing costs will be waived.

### 4.102 No-Shows at ALASBO Functions

Individuals who register but do not attend ALASBO functions (seminars, Annual Meeting, etc.) must pay the full registration fee unless the ALASBO office is notified in writing 15 days prior to the annual meeting. All cancellations must be in writing (including emails and faxes).

## **4.2 Services**

### **4.201 Legislative Services**

The purpose of ALASBO legislative services is to provide the Legislature with information that will enable it to enact sound education legislation for the public schools. The Legislative Committee will direct the legislative program in accordance with legislative agenda determined at the Annual Meeting.

When the Legislature is in session, the Legislative Committee will provide a legislative update on a regular basis using email and/or website.

### **4.202 Continuing Professional Education Credits**

The Association will be an accountancy sponsor so that members who are certified public accountants can receive continuing professional education (CPE's) credits for attending Association seminars and the Annual Meeting.

### **4.203 Publications**

Members and representatives of the Association will receive the Association newsletter, [ALASBO NewsLink](#).

Members and representatives will receive all notices of Association meetings.

### **4.204 ALASBO Website**

The Association will create and maintain a website to provide information for members and others interested in school business management issues. The Communications Committee will be responsible for the day-to-day operation of the website.

### **4.205 Public Information Program**

The Association will maintain media communications for the purpose of informing the general public of the activities and positions of the Association. The president and executive director are authorized to prepare press releases on behalf of the Association and grant interviews.

#### **4.206 Evaluation of Programs and Services**

Evaluation will be made to obtain membership reaction to programs and services. Results will be reported to the Board and used for future program and service planning.