

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.
- (e) 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 Association shall consist of:

- (a) Individuals directly employed or independently contracted in the functions of business administration of schools 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) Emeritus Members: Those individuals who have retired from school business and related fields, do not meet the criteria for other membership categories, and would like to continue to be involved in ALASBO. Emeritus members may vote on Association matters but may not hold office. Dues and conference fees shall be reduced by 50% for Emeritus members.
- (e) Honorary Members: Past Presidents, recipients of the School Business Officials of the Year Award of the Association or other members who have made a significant contribution of their time to the Association may be awarded membership upon their retirement or separation from school service. Honorary members may vote on Association matters but may not hold office. No dues or conference fees shall be required of Honorary Members. Honorary Members shall be nominated by current members in writing to and approved by the Board of Directors.

ARTICLE III**BOARD OF DIRECTORS****Section 1.**

(a) The Board of Directors of the Association shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer and six (6) members-at-large. Members-at-large shall be identified as Seats A, B, C, D, E, and F and shall be elected for two-year terms as follows. Seats A, B, and C in odd-numbered years and Seats D, E, and F in even-numbered years.

(b) The Executive Director shall serve as a non-voting ex officio member of the Board.

Section 2.

(a) Seven (7) members of the Board of Directors shall constitute a quorum.

(b) The Board of Directors 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 Board of Directors 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 Association.

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

Section 4.

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

Section 5.

(a) The Board shall contract with an Executive Director who shall be responsible for the operations of ALASBO including administrative support to the Board, planning of ALASBO events, participation in affiliate events, and other duties as assigned by the Board.

(b) The Board may contract with an Associate Director who shall be responsible for supporting and assisting the Executive Director, assume the responsibilities of the Executive Director in his/her absence, and other duties as assigned by the Board.

ARTICLE IV**OFFICERS****Section 1.**

(a) The officers of the Association shall be the President, President-Elect, Immediate Past-President, 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.

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, 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, keep an accurate accounting of all revenue and expenditures of the Association, prepare monthly reports to the Board of Directors and submit an annual report to the membership. The Treasurer is an ex officio officer with voting rights.

(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 Board of Directors and Executive Committee. He/She shall perform the usual duties pertaining to the office of Secretary.

ARTICLE V**EXECUTIVE COMMITTEE****Section 1.**

(a) The Executive Committee shall consist of the President, President-Elect, Immediate Past President, Secretary, and Treasurer.

ARTICLE VI**MEETINGS****Section 1.**

(a) Unless otherwise ordered by the Association or by the Board of Directors, one annual meeting shall be held at such time and place as shall be determined by the Board of Directors. It shall be for the purpose of electing officers, receiving reports from 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 Board of Directors 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 VII**NOMINATIONS AND ELECTIONS****Section 1.**

(a) All officers and members of the Board of Directors, except ex-officio members, shall be elected at the annual meeting of the Association except as specified in Article IV.

Section 2.

(a) The President shall appoint a Nominating Committee of four (4) members, all shall be past presidents. The Immediate Past-President shall serve as the chair of the

Committee. The Nominating Committee 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 VIII

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 from year to year as determined by the Board of Directors.

Section 2.

(a) The Board of Directors is authorized to charge a registration fee for the annual meeting when such a fee is necessary to defray any part of the cost of the annual meeting.

ARTICLE IX

AFFILIATION

Section 1.

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

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

ARTICLE X

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 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 December 2004

Revised December 2005

Revised December 2007

Revised December 2010

Revised December 2013

Revision December 2019