

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 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 by vote of the membership 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.

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. When there are significant changes to the strategic plan, the membership shall have the opportunity to provide input before the plan is approved by the Board. The plan shall be distributed to the membership after it is approved by the Board.

1.004 Membership

There shall be three membership categories: (1) active, (2) honorary, and (3) emeritus. Members in any of these categories have voting privileges except as noted in By Laws Article II (c). Active members are eligible to be a member of the Board, except as noted in By Laws Article II (c).

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. 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, ethnic origin, age, disability status, sexual orientation, gender identity and political affiliation in all of its programs and practices.

1.008 Recognition for Accomplishment

Each Board member will be given a plaque if desired at the end of her/his term.

Members who complete the New Business Manager Institute (NBMI) will be recognized at an ALASBO conference.

If known, members who retire will be honored at the Annual Meeting that falls within the same period.

Members who receive ASBO's Certified Administrator of School Finance and Operation (SFO) certification 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 and Associate 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 effect 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 and Executive Director will serve on the ACSA Board. Annually, in December, the President shall notify the ACSA President who the ALASBO representatives to the ACSA Board of Directors will be and request the President-Elect's participation as a transition opportunity.

1.1 Board of Directors

1.101 Board of Directors

The President, President-Elect, immediate Past President, Secretary, Treasurer, Executive Director and six (6) Directors shall constitute the Board. Ex-officio members of the Board will include the Executive Director, Treasurer and any ALASBO member or representative who is a Director or Officer of the Association of School Business Officials International. The Treasurer shall be a voting member of the Board. The Executive Director and the DEED representative will be non-voting members of the Board.

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

1.102 Director/Officer Vacancy

In the event of a vacancy, the Board shall attempt to fill, by appointment, any vacancies in its membership to serve the unexpired term of his/her predecessor unless a resignation is received within 3 months prior to the next election.

1.103 Board Meetings

The Board will hold periodic meetings each year to conduct the necessary business of the Association. Additional board meetings may be added to the calendar as needed.

The regular meeting schedule (dates, times, and locations) will be approved by the Board.

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. Board agenda items shall include a memo including pertinent information for consideration.

The agenda shall be disseminated to members of the Board no later than the Tuesday prior to a Board 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 Executive Director or designee shall maintain the permanent record via cloud storage of Association minutes that will include all reports presented at a Board meeting.

1.107 Committees

The Board will appoint all committees and their chairpersons from among the membership of the Association at the January Board Meeting. All members desiring to serve on a committee will be approved. A list of committee members shall be included in the January Board packet as an action item.

The committees will be: Audit, Awards, Bylaws, Legislative, Nominations, Professional Development, and School Business Official of the Year. A board member shall be included as a committee member of all committees except if no one is eligible for applicable committees such as the School Business Official of the Year Committee.

The chairperson of the Nominating Committee will be the immediate Past President. Four (4) Past Presidents shall be appointed to serve on this committee.

The President may appoint special committees or task forces as may be necessary. The President is an ex-officio 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 representatives from among the membership 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 and Directors

The President-Elect, Secretary, and Directors shall be elected by majority electronic vote of the members. The Nominating Committee shall recommend a slate of Officers and Directors.

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. Electronic 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 regarding the change. The change will be presented to the Board for their review and action.

The Executive Director or designee 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 ALASBO Staff

2.001 Executive Director, Associate Executive Director, Education Director, and Other Staff

The Board shall hire an Executive Director who shall serve as the Chief Executive Officer and be responsible for the daily operations of ALASBO.

The Board shall hire an Associate Executive Director who shall assist the Executive Director in managing the association with a focus on professional development activities.

The Board shall hire an Education Director to oversee all member professional learning.

The Executive Director shall hire other staff positions authorized by the Board.

2.002 Administrative Reports

The Executive Director, and Associate Executive Director, and Education Director shall provide a written report to be included in Board meeting packets of Association activities to the Board.

2.003 Conference/Convention Attendance

The President shall attend the ASBO Annual Meeting, Executive Leadership Conference, ACSA Legislative Fly-In and the ALASBO Annual Conference. The President-Elect shall attend the ASBO Leadership Conference and the ACSA Legislative Fly-In. These travel expenses shall be paid by ALASBO.

All Board members shall receive a travel stipend to attend the ALASBO Summer Leadership Conference. The travel stipend amount shall be approved by the Board in separate action or via approval of the annual budget.

Association representatives shall provide a written report of meeting participation to be included in the next board meeting packet with the exception of the ALASBO Summer Leadership Conference. The goal of this report is to provide beneficial information to ALASBO.

The Executive Director may attend three (4) Association of School Business Officials International (ASBO) meetings, at ALASBO's expense, annually. ASBO meetings include Annual Meeting, Executive Leadership Conference, the Summer Meeting of the Affiliate Executive Director Group and the Western Affiliate meeting. Participation

in other affiliate Executive Director meetings may be approved if funding is available. The Executive Director will represent the Association at meetings for ASBO International Affiliate Executive Directors.

The Associate Executive Director may attend the ASBO Annual Conference.

The Education Director may attend the ASBO Annual Conference.

The Executive Director, Associate Executive Director, and Education Director shall provide a written report of meeting participation to be included in the next Board meeting packet.

2.004 Expenses

The following expenses are to be paid for or are reimbursable to the President, President-Elect, Executive Director and Associate Executive Director per section 2.003 Conference/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

Association records shall be retained in electronic format managed by the Executive Director or designee and Associate Executive Director and accessible to Association representatives from different locations. The retention schedule is as follows:

1. Permanent – Documentation of tax status; organizing documents (Bylaws, Policy Manual, Committee Manual, etc.); Board Minutes; annual financial reports; annual conference programs and 990 tax forms.
2. Five Years – Bank statements and expense documentation that corresponds with payments made per the check register and bank statements.

Records shall be maintained by the Executive Director, Associate Executive Director, or other designated staff and Treasurer.

ALASBO shall maintain records via Google Drive.

2.104 Communications

The President and Executive Director shall confer on Association communications to other organizations.

All Association formal communications to the legislature and other associations shall be presented to the Board prior to disbursement including communications drafted by the Education Funding Work Group and White Papers. Formal written communications shall be signed by the President.

Chapter Three: FISCAL MANAGEMENT

3.0 Accounting

3.001 Accounting and Reporting

A year-to-date Profit and Loss by Class report and a Balance Sheet report shall be included in each Board meeting packet. The Executive Director or designee shall maintain the permanent financial records of the Association.

An independent audit firm will be hired to complete the IRS 990 form.

3.002 Audit and Audit Committee

The ALASBO Board shall annually approve the membership of this committee, to include at least one (1) Board member.

The Audit Committee shall meet to accomplish these tasks:

1. After the March 31 fiscal year end – review selected items for compliance with internal controls
2. Review of IRS 990 form prior to filing
3. Annual – review of financial procedures and controls. Audit records shall be maintained in the Drive for future reference. The Audit Committee will submit an audit report to the Board and Executive Director.

3.003 Authorized Signatures

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.

3.004 Banking

One checking and one savings account shall be established for the Association with a single bank. The accounts shall NOT be linked for overdraft protection, to reduce the risk of check or transfer fraud.

The Executive Director or designee shall make deposits into the checking account at month end, or more frequently if necessary. Cash shall be deposited within a week of receipt. Detail shall be uploaded to Google Drive for each deposit, including:

1. Check copies
2. Listing of checks and cash amounts received, by remitter
3. Summary by budget line

The Executive Director or designee shall ensure there are sufficient funds in the checking account at all times to cover Association payments expected in the near term.

The Board shall approve account signers by the end of December each year, or more frequently if necessary. Signers on the account shall be:

1. President
2. Bookkeeper
3. Treasurer
4. Executive Director
5. Associate Executive Director

If any of these positions is vacant, the President may appoint another Board member as an account signer for an interim period.

Approval from two (2) authorized signers shall be required for these transactions:

1. Checks – two (2) signatures on all checks \$5000 or greater
2. On-line payments – two (2) signatures/approvals on payment request.
3. Withdrawals – two (2) signatures.
4. Transfers to outside accounts – online banking approvals and/or requirements
5. The Treasurer, Executive Director, Associate Executive Director and Bookkeeper shall have access to online banking for the Association accounts. The Treasurer shall sign onto the system weekly to check for any unusual activity. Online banking will also be used to stop-pay requests, if necessary.

3.005 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.

3.006 Budget

The budget for the next fiscal year shall be determined at the March Board meeting by the Board. A committee composed of the Executive Director, Associate Executive Director and Bookkeeper Treasurer will create the proposed budget. The power to approve alterations in the budget shall rest with the Board.

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

3.007 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 Board.

Active and Emeritus 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 membership dues are to be paid when registering for the Annual Conference to maintain consecutive years of service. Members names will be removed from the ALASBO membership list if dues are not paid.

Dues paid during the year will not be prorated.

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 and Summer Leadership Conferences.

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 and 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 Balance Sheet will include information in the 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 (3) years.
- Securities issued or guaranteed by agencies of the United States government with a maturity of three (3) years or less.
- 100% Federally Insured Certificates of Deposit at commercial banks or savings and loan institutions with a maturity of three (3) 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 and Annual Program.

3.2 Expenses

3.201 Expense Reimbursements

Expenses incurred by the ALASBO President, President-Elect, Executive Director, Associate Executive Director, and Education 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 President will approve the Executive Director and Associate Executive Director expenses. Hotel and transportation costs will be refunded at actual cost. A \$65.00 meal per diem is allowed for meals when meals are not included or provided as part of the conference registration fee, (\$15.00 breakfast, \$15.00 lunch, \$35.00 dinner). Receipts are not needed for meals when per diem is requested. 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 and Summer Leadership Meetings for the Association President, Executive Director, Associate Executive Director, Education Director NBMI Facilitators, and designated guests.

3.203 ASBO International Annual Meeting

The Association will pay the President, Executive Director, Associate Executive Director, and Education Director's appropriate business expenses to attend 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 Executive Leadership Conference: President, President-Elect and Executive Director. The Association will pay the expenses for the Executive Director to attend the ASBO Affiliate Executive Directors' Group Summer Meeting and Western Affiliate Meeting

3.205 Engagement of Services for Meetings

Speakers, panelists and workshop leaders from outside the Association and not from an organization co-sponsoring 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. ALASBO members who are Pre-Conference presenters may receive a travel stipend if they do not live in the conference city. The travel stipend amount will be designated by the Board.

3.206 Payment Procedures

The Association Executive Director or designee is authorized to approve bills for payment and sign checks. All checks over \$5,000 require two (2) signatures.

3.207 P-Card Usage

ALASBO p-cards shall be issued to the following individuals:

1. Executive Director
2. President – cancel and destroy card in December, after Annual Conference
3. President-Elect
4. Secretary – request in September for booking ASBO Leadership travel
5. Associate Executive Director
6. Bookkeeper

The credit limit on the Executive Director card shall be \$75,000 to cover annual conference expenses; the limit shall be reduced to \$10,000 for months an increased balance is not needed for conference expenses. All other cards shall have a \$5,000 credit limit, which may be increased in an emergency travel situation only, by the Executive Director. All cards shall be controlled to prohibit cash advances.

ALASBO p-card holders should make a note of the BMO emergency telephone number on the card. BMO and the ALASBO Executive Director must be notified immediately in the event of a lost or stolen card.

The Executive Director, Associate Executive Director, and Bookkeeper shall have access to BMO Details Online for the purpose of downloading statements and monitoring spending.

The Executive Director or designee shall review transactions online during the first week of every month to check for unauthorized activity.

P-cards shall ONLY be used for spending authorized through the Board-approved budget or other official action by the Board.

P-cards shall be used for ALL authorized ALASBO expenditures unless the card is not accepted or there is another valid reason for an alternative form of payment.

Receipts for p-card expenditures should be uploaded to Google Drive or sent via email PDF to the Executive Director or designee as soon as available.

Monthly, the Executive Director or designee shall download the monthly p-card statements by card account. Detailed back-up shall be uploaded to Google Drive, including:

1. Summary by card holder
2. Summary by card holder, by budget item
3. Receipts for all charges; note if receipt not available.

The p-card ACH sweep shall occur on the 28th of the month. Therefore, any issues regarding items on the statement must be investigated as soon as possible.

Upon receipt of an ALASBO p-card, the cardholder must complete a receipt to be returned to the Executive Director, acknowledging receipt of the card, activation with BMO and review of these procedures.

3.208 Purchasing of Goods and Services

The Executive Director, Associate Executive Director and Education Director are authorized to purchase goods and services in accordance with the budget. Leasing arrangements shall be approved by the Board.

3.209 Recognitions

The Association may occasionally use gift cards for prizes and recognition. Recipients of gift cards must sign a receipt, noting the date received, vendor and amount of the gift card. The receipt confirming the value of the gift card shall be retained by the Association for no less than six months.

3.210 Travel

Travel authorized in the ALASBO budget shall be charged to ALASBO p-cards. Receipts must be submitted as per the p-card usage policy.

In the event of problems during travel, such as delays and canceled flights, the p-card may be used for alternative arrangements. The Executive Director must be kept informed of these issues as they develop.

As authorized in the ALASBO budget, food while traveling may be charged to the p-card for meals not included at the event attended. Or, the traveler may claim per

diem, per ALASBO Policy 3.201, in the amount of \$65/day (\$15 breakfast, \$15 lunch, \$35 dinner).

Ground transportation should be by the most cost-effective means available. Rental cars may be reimbursed if needed to purchase event supplies, or if no other cost-effective transportation is available.

Chapter Four: PROGRAMS and SERVICES

4.0 Programs and Services

The Executive Director, Associate Executive Director, and Education 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 Program

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 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 ASBO and 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).

4.103 New Business Manager Institute (NBMI)

The Education Director along with NBMI facilitators will serve as the NBMI Work Group to address ongoing program matters.

A review of NBMI curriculum in collaboration with Oregon ASBO will be conducted annually.

NBMI facilitators are encouraged to attend the Annual and Summer Leadership Conferences to support NBMI participants. ALASBO will cover facilitator airfare and hotel costs for NBMI, SLC and Annual meeting attendance.

The Board will establish NBMI registration fees.

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 Joint Position Statements approved by the Board.

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

A legislative liaison and a data analyst may be contracted to assist ALASBO in legislative matters.

The Education Funding Work Group, consisting of ALASBO members, shall support the Legislative Committee as needed.

4.202 Continuing Professional Education Credits

The Association will be an accountancy sponsor so members who are certified public accountants or are involved in other organization certification programs can receive continuing professional education (CPEs) credits for attending Association meetings.

4.203 Publications

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

Members 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.

4.205 Public Information Program

The Association will maintain media communications for the purpose of informing the 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. The Board will be kept informed of any press releases or articles/letters prepared on behalf of ALASBO.

4.206 Evaluation of Programs and Services

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

4.207 Support of Candidate for ASBO International Board

The Board may choose to endorse and financially support an ALASBO member to run for a seat on the ASBO International Board. ALASBO members may request an application for Board endorsement of ASBO candidacy.

To ensure that candidates will reflect a positive image on ALASBO and to ensure that candidates are qualified to represent ALASBO as an ASBO International Officer, a potential candidate shall demonstrate the following qualifications:

1. Current or Past President of ALASBO
2. Current or recent member of ASBO International Committee(s)
3. Willingness to devote significant time to travel during candidacy and Board term.
4. Willingness to run for ASBO Vice-President position at the end of three-year ASBO Director term.
5. Meets all current ASBO International requirements for candidacy.

The timeline for the application to the ALASBO Board and subsequent review shall be as follows:

1. October 1 – application deadline to ALASBO Board for ASBO election two (2) years away
2. October/November – ALASBO Board review and approval of application
3. November/December – Board appoints ad hoc committee to begin planning for candidacy.
4. December Annual Meeting – ALASBO membership asked to endorse candidate.
5. Following years – documents submitted to ASBO per Elections calendar; ad hoc committee continues to support planning and implementation of campaign.

In the event an ALASBO member is appointed by the ASBO International Board to a vacancy on their Board, the ALASBO Board shall adjust the above policy guidelines as appropriate to the circumstances, to consider endorsement and financial support of the member for a subsequent election cycle.