

BYLAWS
of the
WYOMING ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE I

ORGANIZATION

I Section I **NAME**

The name of the organization shall be: WYOMING ASSOCIATION OF SCHOOL BUSINESS OFFICIALS.

II. Section II **AFFILIATIONS**

The Executive Committee shall establish a policy setting forth the criteria for affiliating with the Association of School Business Officials International (ASBO), and any other school organizations.

III Section III **FISCAL YEAR**

The fiscal year shall be the calendar year.

ARTICLE II

OBJECTIVES

I. The objectives of the Association shall be:

- A. To improve the efficiency, performance and ethical conduct in the practice of school business management.
- B. To sponsor and conduct research concerning school business management and administration, and provide such information to members and interested organizations.
- C. To develop leadership at the state and international level.

- D. To recruit qualified members.
- E. To cooperate with other educational associations in planning and conducting workshops, conferences, and seminars involving areas of school business.
- F. To inform the appropriate legislative bodies and governmental agencies of the Association's position on key legislative issues relating to the administration of the educational enterprise.
- G. To assist in securing adequate financial support for education.
- H. To meet other identified needs of the profession and membership.
- I. To develop and administer a voluntary registration program for all Wyoming school business officials.

ARTICLE III

MEMBERSHIP

- I. Section I **MEMBERSHIP** shall be as follows:
 - A. School Districts (Voting).
 - 1. School Business Personnel.
 - 2. Accountants in all fields, Directors of Purchasing, Data Processing.
 - 3. Administrative Personnel in Transportation, Food Services, Buildings and Grounds, and Insurance.
 - B. State Officers of Education (Voting).
 - 1. State Superintendent of Public Education.
 - 2. All Wyoming Department of Education Personnel.
 - C. Other Educational Institutions (Voting).
 - D. Associate Members (Non-Voting).

1. An individual interested in the field of school business management, including exhibitors, business firms, advertising, professional engineers, architects, certified public accountants, or other business related professionals.

E. Life Members (Voting).

1. Any active (voting) member upon retirement from his/her school business position shall be eligible for life membership.

II Section II **DUES**

- A. The annual dues of voting members shall be twenty-five dollars (\$25.00) or as otherwise set by vote of the membership, and associate member's dues shall be ten dollars (\$10.00).
- B. A one-time fee of twenty-five dollars (\$25.00) shall be levied to acquire LIFE membership for all eligible applicants.
- C. The right to vote and hold office shall be limited to voting members whose dues are paid for the current year.
- D. The right to have a voice in discussions at meetings of this Association shall be limited to members whose dues are paid for the current year. Annual dues become due and payable January 1 of each calendar year and become delinquent if not paid on or before the time of the annual summer conference.

ARTICLE IV

ADMINISTRATION

I. Section I **OFFICERS**

The Association shall consist of four officers. They shall be the President, President -Elect, Immediate Past-President, and Secretary-Treasurer. Nominations for office of Secretary-Treasurer shall be made at the annual summer meeting preceding terms of office. Nominations will be made from the floor by the membership. Written ballots will be completed by the membership in attendance and collected by the officers. The Secretary-Treasurer will report the results of the election to the President. The President will announce the results of the election at that time. Terms of office shall commence January 1, following elections.

A. The **President** shall automatically succeed to the office after having served a two-year term as President-Elect, and shall serve a two-year term.

1. The president's duties shall be:

- a. Serve as Chairman of the Executive Committee.
- b. Preside at all meetings of the Association and the Executive Committee.
- c. Have general supervision of the affairs of the Association.
- d. Perform the duties usually administered by the Chief Executive of such an Association.
- e. Schedule and prepare the program for the regular meetings of the approval of the Executive Committee.
- f. Have 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.
- g. Appoint all committees not otherwise provided for, with the

approval of the Executive Committee.

- h. Be an ex-officio member at all committees.
- i. Together with the Secretary-Treasurer approve all expenses incurred by the Association or by any officials of the Association before claims for such obligations are paid.

2. The **President-Elect** shall automatically succeed to the office after having served a two-year term as Secretary-Treasurer and shall assume the duties and responsibilities of the President, if absent, and perform other duties assigned by the President and the Executive Committee.
3. The **Immediate Past President** shall be Parliamentarian and perform any other duties assigned by the President and Executive Committee.
4. The **Secretary-Treasurer** shall be elected to a two-year term by the voting members. The duties shall be:
 - a. Keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Executive Committee.
 - b. Receive and collect all monies due to the Association.
 - c. Hold in safe keeping all Association funds.
 - d. Certify all claims for payment to the President and together with the President approve all claims before payment is made.
 - e. Keep a list of members.
 - f. Be custodian of all the property belonging to the Association.
 - g. Keep a file of all official correspondence of the Association.
 - h. Serve all necessary notices after the same have been approved

by the President.

- i. Make a full report in writing of the transactions of the Association at its regular meetings.
- j. Perform any other duties not herein specified which may normally fall within the duties of this office.
- k. At expiration of the term of office a Secretary-Treasurer, complete and transfer to the successor in office all books, papers, records, and any other property belonging to the Association.
- l. Keep correct record of all receipts and disbursements supported proper vouchers.
- m. Close and balance the books as of December 31 each year.
- n. Furnish a complete financial statement to be read at the following regular meeting.

I Section II **THE EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the President, President-Elect, Immediate Past President, and Secretary-Treasurer and shall be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Bylaws.
- B. The incoming Executive Committee shall be select by a majority vote the regular meeting place of the Association.
- C. The Executive Committee shall be vested with the power to call regular and special meetings of the Association and to designate the date, time, and place of any such meeting, together with a reason for calling such special meeting to be

fully stated in a notice to be mailed to each member at least ten days prior to such meeting.

- D. The Executive Committee shall meet at the call of the President and shall have power, if needed, to fill vacancies in the body of officers until the next regular meeting at which time the membership may ratify the appointment. If the appointment is not ratified, an election will be held to fill the vacancy.

II Section III **THE PROFESSIONAL REGISTRATION COMMITTEE**

- A. A Professional Registration Committee shall be appointed by and advisory to the Executive Committee. This committee shall consist of at least seven (7) members of WASBO appointed to serve for overlapping three (3) year terms.
- B. After July 1, 1989 members must be registered under the Professional Registration Program to serve on this committee.
- C. This committee at its first meeting will elect from its members a Chairman, a Vice Chairman, and a Secretary. Terms of office will began January 1, and expire December 31 each year. These officers will perform for the committee all those duties normally associated with that office within the Association.
- D. The Professional Registration Committee shall administer the Professional Registration Program within the policies established by that program. The Professional Registration Committee shall meet twice each year. They will meet no later than one (1) day prior to each of the two (2) regular general meetings. The Committee will review all applications for registration under the Professional Registration Program and process those applications as outlined by the program policies.

ARTICLE V

MEETINGS

There shall be two general meetings held during the year. The winter workshop will be held during the Legislative Session, with meeting place to be determined by the Executive Committee. The summer conference date and location will be determined by the Executive Committee.

ARTICLE VI

NEW AMENDMENTS

Bylaws changes shall be determined by a two-thirds majority of members present at the regular meeting where amendments are presented. All amendments shall become effective immediately.

ARTICLE VII

QUORUM

At all regular and special meetings of the Association, ten (10) or more members present shall constitute a quorum, provided a written notice of meeting date, place, and time has been sent to all members at least ten (10) days prior to such meeting.

ARTICLE VIII

RULES OF ORDER

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution.

ARTICLE IX

DISTRIBUTION OF ASSETS

In the event that the Association discontinues its existence, all assets shall become the property of the Wyoming School Boards Association.