

**Maine Association
of
School Business Officials**

CONSTITUTION OF THE
MAINE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE I
NAME

The name of this association shall be: Maine Association of School Business Officials (MeASBO).

ARTICLE II
OBJECTIVES

- A. To unite in one State Association, professional school business officials whose primary responsibilities are in the school business field, including the major activities of budgeting and school finance, accounting, purchasing and supply management, maintenance and operation, school facility planning and construction, school food service management, transportation, non-instructional personnel management, and any and all other major areas of school business administration.
- B. To improve the service of its members by establishing the highest standards of ethics and efficiency in methods and practices in the field of school business administration.
- C. To assemble and disseminate information that will assist the business professional in his/her capacity as a school business administrator.
- D. To improve relationships between the business community, municipalities and schools.

ARTICLE III
MEMBERSHIP

Section 1. Types and Categories of Memberships

The Executive Committee shall have the authority to establish membership categories with the two types of membership: (1) voting; (2) non-voting. The Executive Committee shall have the authority to determine the membership category for which each applicant is eligible.

- A. Voting memberships shall be as follows:

1. Active. An Active Member shall be a person who is (a) Employed full time by a public or private school entity, or a post-secondary college or technical school or full-time employees of educational agencies of Maine state government; and (b) Engaged in an administrative, supervisory or financial staff support responsibility in one or more areas of school business management.

B. Non-voting memberships shall be as follows:

1. Retired. A Retired member is a person who was (a) Employed full time by a public or private school entity, or a post-secondary college or technical school or full-time employee of an educational agency of Maine state government; and (b) Engaged in an administrative, supervisory or financial staff support responsibility in one or more areas of school business management. This is a complimentary membership and will not be charged annual dues.

2. Vendor/Consultant Associate. A Vendor/Consultant Associate Member shall be a person who benefits from commercial activity in the area of school business administration.

ARTICLE IV DUES

Section 1. Amount

The amount of annual dues for Active members and each class of non-voting members of the Association shall be determined from time to time by the Executive Committee and affirmed by vote of The Members of The Association.

Section 2. Payment

Dues for active and non-voting members in The Association shall be assessed on a fiscal year basis and shall be payable prior to September 1st of each year.

Section 3. Non-Payment of Dues

A member of The Association whose dues are not paid prior to November 1st shall be deleted from membership in The Association. A member removed from Active membership list for non-payment of dues may be reinstated upon full payment of dues.

ARTICLE V
OFFICERS

Section 1. List of Officers

The officers of the Association shall consist of a president, 1st vice president, 2nd vice president, secretary and treasurer.

Section 2. Executive Committee

The Executive Committee shall consist of the above officers; four members at large, elected annually, staggered terms, by the membership; and the preceding president, effective in 1993.

Section 3. Terms of Office

The term of office for the president, vice presidents, secretary and treasurer shall be one year, effective in 1993.

Section 4. Election of Officers and Executive Committee

The election of officers and executive committee shall be held at the last regular meeting of the year, effective in 1993.

Section 5. Vacancies

The Executive Committee shall appoint a member to fill out any vacancy for the remainder of the year, effective in 1993.

Section 6. Duties of Officers

President

The President shall preside at all meetings of the Association and of the Executive Committee. She/he has general supervision of the affairs of the Association and performs the usual duties pertaining to the office.

1st Vice President

The 1st vice president (president elect) shall perform the duties of The President in his/her absence as well as other duties usually pertaining to the office. Specific duties shall include chairing the Program Committee and Welcome Committee for all new members.

2nd Vice President

The 2nd Vice President shall chair the Publication Committee and be responsible for the Association's publication.

Secretary

The Secretary will be responsible for keeping the minutes of the meetings of the Association.

Treasurer

The Treasurer shall be responsible for collection of all funds due the Association, deposit them in official depositories and disburse the same on order of the Executive Committee.

Executive Committee

The Executive Committee shall confirm appointments of the President, set dues and dates of payment thereof, administer policies of the association in accordance with the by-laws, and have overall responsibility and oversee coordination of committees.

ARTICLE VI AWARDS

Annually, prior to the May meetings, the Association shall elect/select a candidate as the recipient of the "Outstanding School Business Official of the Year". Such a candidate will designate the school system to which will be awarded the "David Holden Scholarship Award". The Executive Committee shall make the final determination of the winning recipient and the school system to which the scholarship shall be awarded.

ARTICLE VII COMMITTEES

The Executive Committee shall establish relevant committees as needed to ensure the execution of association business. The Executive Committee may appoint ad hoc committees from time to time to designate committees whenever in their judgment such action is deemed necessary.

ARTICLE VIII RULES, QUORUM & AMENDMENTS

Section I Parliamentary Rules

At all meetings of The Association, including The Executive Committee, "Robert's Rule Of Order, Revised", will prevail when not in conflict with these Bylaws.

Section 2 Quorum

A majority of the active members present at any meeting shall constitute a quorum for the transaction of business.

Section 3 By-laws Amendments

The By-laws may be amended by an affirmative vote of two-thirds (2/3) of the active membership present at any regular meeting provided, however, that at either the annual or a special membership meeting, no amendment shall be placed before the body for a vote unless at least thirty days prior to said meeting a written notice shall have been mailed to all voting members at their last known address setting forth the proposed amendment.

ARTICLE IX
REGIONAL CHAPTERS AND AFFILIATION

The Executive Committee, upon receipt of application, may recognize Regional Chapter(s) as being affiliated with MeASBO in accordance with Association policies. The geographic boundaries of such Regional Chapters shall be determined by The Executive Committee.