

CONSTITUTION

WEST VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE 1 - NAME AND AFFILIATION

The name of this organization shall be: WEST VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS. This Association shall be affiliated with the International Association of School Business Officials and the Southeastern Association of School Business Officials.

ARTICLE II - OBJECTIVES

Since the general aim of the Association is the advancement of public education in West Virginia through continuing progress in the conduct of the business affairs of the county school districts, its purpose shall be as follows:

- A. To promote the professional growth and welfare of business officials in the West Virginia Public Schools.
- B. To work for the promulgation and maintenance of efficient methods of procedure and high standards of ethical practice in the conduct of the business affairs of the county school districts.
- C. To cooperate with other professional school organizations of the state and nation in the advancement of common aims.
- D. To support and promote those legislative acts of the State of West Virginia which further the aims of the Association.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Members

A. **ACTIVE** – Active membership shall be open to personnel engaged full-time in system-wide administration and/or supervision of school business affairs.

B. **ASSOCIATE** – Associate membership shall include any other persons concerned with the aims and objectives of the Association and shall consist of the following two sub-classes:

1. Education. Those associate members employed in or maintaining an interest in school business affairs, including members of county boards of education.
2. Business. Those associate members who are commercially interested in the field of school business management, including exhibitors, representatives of business firms, advertisers,

professional engineers, architects, certified public accountants or other school business-related professionals.

C. **HONORARY** – Honorary membership shall include any persons that the Board of Directors may from time to time designate, and shall be limited to two (2) appointments per year.

D. **EMERITUS** – The Board of Directors may grant Emeritus membership to any former active member who has retired from full-time school business administration.

One-year membership in the West Virginia Association of School Business Officials and the Southeastern Association of School Business Officials will be granted to qualified individuals paying full registration fees at the spring conference.

Section 2. Voting Privileges of Members

Only active members shall have voting rights. Each active member shall be entitled to one vote on matters submitted to a vote of the membership.

ARTICLE IV OFFICERS, PARLIAMENTARIAN, EXHIBITOR REPRESENTATIVE AND THE BOARD OF DIRECTORS – THEIR DUTIES

Section 1. Officers

The officers of the Association shall consist of the following:

1. President
2. President-Elect
3. Vice President
4. Immediate Past President
5. Secretary
6. Treasurer
7. Chief Information Officer
8. Exhibit Coordinator

Section 2. President

The president shall preside at all meetings of the Association and of the Board of Directors. In addition to providing general supervision of the affairs of the Association and performing the usual duties pertaining to the office, the president may call meetings of the Board of Directors as deemed necessary; appoint all committees, as authorized by the Board, and serve as an ex-officio member of such committees; approve all expenses incurred by the

Association before such obligations are paid; shall call meetings of said Board upon written request of three or more members of the Board of Directors and shall appoint the Association's representative to the Board of the Southeastern Association of School Business Officials.

Section 3. President-Elect

In the absence of the president, or in case of the president's inability to serve, the president-elect shall assume the duties of the president. The president-elect shall automatically succeed to the office of president upon completion of the one-year term.

Section 4. Vice President

The vice president shall perform the duties of the president-elect in the event of the president-elect's absence, as well as the other duties usually pertaining to the office. The vice president shall automatically succeed to the office of president-elect upon completion of the one-year term.

Section 5. Immediate Past President

The immediate past president shall automatically succeed to the office upon completing the term as president and shall serve in an advisory capacity as a voting member on the Board of Directors of the Association.

Section 6. Secretary

A. The secretary shall keep a full and accurate record of the proceedings and transactions of all meetings of the Association and of the Board of Directors, and shall officially sign same, certifying one copy to the president.

B. The secretary shall have the records of the Association present at all meetings of the Board of Directors. The secretary shall keep a list of members properly classified as active, associate, honorary and emeritus.

C. The secretary shall be custodian of all property belonging to the Association not in charge of the treasurer or other officers.

D. The secretary shall keep a record of all official correspondence of the Association, serve all necessary notices after same have been approved by the president, and make a full report in writing of the transactions of the Association at its regular meetings.

E. The secretary shall perform any other duties not herein specified which may be outlined by the president.

F. The secretary shall, at the expiration of the term of office, transfer to the successor, all books, papers, records, and other property belonging to the Association.

G. The secretary shall attend all meetings of the Association and of the Board of Directors unless excused by the president.

Section 7. Treasurer

A. The treasurer shall keep a correct account between the Association and its members and receive or collect all monies due the Association giving a receipt for the same and shall hold in safekeeping all Association funds received until properly disbursed.

B. The treasurer shall, at each annual meeting, furnish the president with a certified statement showing the actual financial condition of the Association.

C. The treasurer shall pay all claims certified and approved by the president. The Association shall maintain one checking account with a banking institution as authorized by the Board of Directors. Checking account signatory authority is given to both the treasurer and secretary. Cash-flow investments and/or surplus funds investments will be authorized by the Board of Directors. Each check drawn on the Association's bank account shall bear the signatures of the Treasurer or Secretary.

D. The treasurer shall keep a correct ledger account of all receipts and disbursements supported by proper vouchers; shall close and balance his/her books as of the end of each fiscal year and shall, immediately thereafter, furnish the incoming president with a complete financial statement.

E. The treasurer shall render an annual written statement at each annual meeting showing the receipts and disbursements of the Association since its last meeting.

F. The treasurer shall, at the expiration of the term of office, transfer to the successor in office all monies, books, papers, and other records and property belonging to the Association.

Section 8. Chief Information Officer

A. The chief information officer shall serve as the chief technology officer of the Association.

B. The chief information officer will administer all software programs for the Association, inclusive of the Association's website, except for those programs maintained by the secretary and the treasurer.

C. The chief information officer shall, at the expiration of the term of office, transfer to the successor, all hardware, software licenses, and other property belonging to the Association.

Section 9. Exhibit Coordinator

- A. The exhibit coordinator will be responsible for arrangements for vendor exhibits.
- B. The exhibit coordinator will recruit and correspond with exhibitors.
- C. The exhibit coordinator will work with hotel personnel and others as necessary to arrange and set up the exhibit areas.
- D. The exhibit coordinator will arrange sponsorships for conference activities.
- E. The exhibit coordinator will receive applications for booths and coordinate booth assignments.
- F. The exhibit coordinator will advise the Board regarding improvement of exhibitor relations.

Section 10. Parliamentarian

The Parliamentarian shall serve as a non-voting member of the Board of Directors and shall be responsible for maintaining the conduct of those meetings of the Board of Directors in accordance with Robert's Rules of Order Revised.

Section 11. Exhibitor Representative

The Exhibit Representative shall serve as a non-voting member of the Board of Directors and will advise the Board regarding exhibit matters such as time slots, attendance and placement. The Exhibit Representative will meet with the conference exhibitors, provide the Board with evaluations and recommendations, and serve as a contact for all conference exhibitors.

Section 12. Board of Directors

The Board of Directors 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 that the same are not in conflict with the constitution and by-laws.

The Board of Directors shall be responsible for the program of the annual meeting or meetings. The Board of Directors shall be vested with the power to call special meetings of the Association and to designate the date, time, place and reason for any such meetings. The membership shall receive notification of such meeting date, time, place and reason at least twenty days prior to the date of the meeting.

The Board of Directors shall be responsible for establishing the annual dues of the active, associate, honorary and emeritus membership of the Association for those not paying full registration fees for the spring conference.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Membership

The members of the Board of Directors shall be the President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, Parliamentarian, Exhibit Coordinator, Chief Information Officer, Exhibitor Representative, and eight regional representatives, including two regional representatives from each of the following geographic quadrants of West Virginia:

- Quadrant I Counties of McDowell, Mercer, Monroe, Raleigh, Summers, Wyoming, Braxton, Fayette, Greenbrier, Nicholas, Pocahontas, and Webster
- Quadrant II Counties of Cabell, Lincoln, Logan, Mason, Mingo, Wayne, Boone, Clay, Kanawha, and Putnam
- Quadrant III Counties of Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood, Brooke, Hancock, Marshall, Ohio, and Wetzel
- Quadrant IV Counties of Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur, Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton

In the event that all active members of the Association within a specific quadrant decline to fulfill the duties of a regional representative, the Nominating Committee may choose to nominate a representative from any of the other quadrants, provided that no quadrant may be represented by more than three regional representatives.

Section 2. Quorum

At all meetings of the Board of Directors, a majority of the total membership of said Directors, exclusive of any non-voting members, shall constitute a quorum for the transaction of business.

Section 3. Term of Office

The members of the Board of Directors shall serve a term of one fiscal year.

ARTICLE VI - VACANCIES

Should a vacancy occur in any of the offices, the Board of Directors, or committee, such vacancy shall be filled by the President and approved by the Board of Directors. Such appointee shall hold office until a successor is elected at an annual meeting and takes office on the first day following the close of the annual spring meeting.

Should a vacancy occur in the office of President of the Association, the Board of Directors shall have the power to appoint an interim President for such unexpired term.

ARTICLE VII - ANNUAL MEETING

The supreme authority of this Association shall be vested in an annual meeting of the membership, prior to June 30 of each year, and at which each active member in attendance shall have an equal vote. The business of the annual meeting shall be conducted in accordance with ROBERT'S RULES OF ORDER REVISED and shall include:

- A. The election of state officers, parliamentarian, exhibit coordinator, exhibitor representative and regional chairpersons.
- B. The receiving of committee reports.
- C. Appropriate items in pursuit of the general aim and purposes set forth in Article II of this constitution.

ARTICLE VIII - QUORUM

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

ARTICLE IX - ELECTION OF OFFICERS

Section 1. Time of Election

The election of officers for the ensuing term shall take place at the annual meeting held during the spring conference.

Section 2. Term of Office

The officers of the Association shall be elected from the active members of the Association meeting for a term of one fiscal year.

Section 3. Method of Election

A nominating committee appointed by the President, with the chairperson of said committee to be the Immediate Past President, shall be instructed to prepare a list of officers to be voted on at the annual meeting. All candidates being presented shall have given their consent to the nominations.

Additional nominations for any office may be made from the floor of the meeting.

The candidates receiving the majority of the votes cast by the active members shall be declared elected.

ARTICLE X

ELECTION OF REGIONAL REPRESENTATIVES

Section 1. Time of Election

The election of regional representatives for the ensuing term shall take place at the annual spring meeting.

Section 2. Term of Office

Regional representatives of the Association shall be elected from the active members of the Association at the annual meeting for a term of one fiscal year.

Section 3. Method of Election

A nominating committee appointed by the President, with the chairperson to be the Immediate Past President, shall provide the membership with a nomination for each regional representative.

Additional nominations may be made from the floor of the meeting.

The candidates receiving the majority of the votes cast by the active members shall be declared elected.

ARTICLE XI - ELECTION OF PARLIAMENTARIAN

Section 1. Time of Election

The election of the Parliamentarian for the ensuing term shall take place at the annual spring meeting.

Section 2. Term of Office

The Parliamentarian shall be elected from the active members of the Association at the annual meeting for a term of one fiscal year.

Section 3. Method of Election

A nominating committee appointed by the President, with the chairperson to be the Immediate Past President, shall provide the membership with a nomination for Parliamentarian.

Additional nominations may be made from the floor of the meeting.

The candidate receiving the majority of the votes cast by the active members shall be declared elected.

ARTICLE XII - ELECTION OF EXHIBIT COORDINATOR AND EXHIBITOR REPRESENTATIVE

Section 1. Time of Election

The election of the Exhibit Coordinator and Exhibitor Representative for the ensuing term shall take place at the annual spring meeting.

Section 2. Term of Office

The Exhibit Coordinator and Exhibitor Representative shall be elected from the active members of the Association at the annual meeting for a term of one fiscal year.

Section 3. Method of Election

A nominating committee appointed by the President, with the chairperson to be the Immediate Past President, shall provide the membership with a nomination for Exhibit Coordinator and Exhibitor Representative.

Additional nominations may be made from the floor of the meeting.

The candidate receiving the majority of the votes cast by the active members shall be declared elected.

ARTICLE XIII CHANGES IN CONSTITUTION AND BY-LAWS

Section 1. Procedure

Changes or additions to the Constitution and By-Laws may be made at any meeting of the Association.

Such changes or additions shall be initiated by the By-Laws committee as appointed by the President, with the chairperson of said committee to be the Parliamentarian. The changes or

additions as drafted by the By-Laws committee shall be voted on by the Board of Directors and must pass by a two-thirds majority of the voting members present.

Resolutions for such changes or additions shall be distributed to the active membership at least thirty days prior to the meeting of the Association by email or other written methods. Such changes and additions shall also be made available at registration of the meeting of the Association by hard copy and/or in electronic format.

Section 2. Vote Required

Changes or additions to the Constitution and By-Laws shall be determined by a two-thirds majority vote of all active members present. All other questions shall be decided by a majority vote of all active members present.

BY – LAWS

ARTICLE 1 – FISCAL YEAR

The fiscal year of the West Virginia Association of School Business Officials shall be from June 1 through May 31.

ARTICLE II - MEMBERSHIP YEAR

The membership year shall be the same as the fiscal year.

ARTICLE III - COMMITTEES

At any time during the term of office, and with the approval of the Board of Directors, the President shall appoint and outline the duties of the necessary committees, particularly the legislative committee, the program advisor committee, the By-Laws committee and the publicity committee.

ARTICLE IV - AUDIT OF FINANCIAL RECORDS

An audit of the financial records of the Association shall be made annually and at other times at the discretion of the Board of Directors. The audit committee will be selected by the Board of Directors with a report of the audit distributed to the membership at the next meeting of the membership following the end of the fiscal year.