

# **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, EXHIBIT COORDINATOR, 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

## **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. 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 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 and payments for booths and coordinate booth assignments.
- F. The exhibit coordinator will advise the Board regarding improvement of exhibitor relations.

## **Section 10. 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 11. 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, Exhibitor Representative and one Chairperson from each of the following regions of West Virginia:

Region I Counties of McDowell, Mercer, Monroe, Raleigh, Summers and  
Wyoming

Region II Counties of Cabell, Lincoln, Logan, Mason, Mingo and Wayne

Region III Counties of Boone, Clay, Kanawha and Putnam

Region IV Counties of Braxton, Fayette, Greenbrier, Nicholas, Pocahontas and  
Webster

Region V Counties of Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and  
Wood

Region VI Counties of Brooke, Hancock, Marshall, Ohio and Wetzel

Region VII Counties of Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion,  
Monongalia, Preston, Randolph, Taylor, Tucker and Upshur

Region VIII Counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral,  
Morgan and Pendleton

## **Section 2. Quorum**

At all meetings of the Board of Directors, a majority of the total membership of said Directors, exclusive of the Parliamentarian, 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 to begin on the first day following the close of the annual spring meeting.

## **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 to begin on the first day following the close of the annual spring meeting.

## **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 CHAIRPERSONS**

### **Section 1. Time of Election**

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

### **Section 2. Term of Office**

Regional chairpersons of the Association shall be elected from the active members of the Association at the annual meeting for a term of one fiscal year to begin the first day following the close of the annual spring meeting.

## **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 Chairperson.

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 to begin on the first day following the close of the annual spring meeting.

## **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 to begin on the first day following the close of the annual spring meeting.

### **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**

1. Changes or additions to the Constitution and By-Laws may be made at any meeting of the Association provided resolutions for such changes or additions shall be distributed to the active membership at least thirty days prior to such meeting.
2. Such changes or additions shall then be referred to the proper committee for recommendation and shall be adopted or rejected by the Association prior to adjournment of the Association at the business session of the same meeting.

#### **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.