

## OHIO VALLEY CHAPTER OF OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

The Ohio Valley Chapter of the Ohio Association of School Business Officials is a non-profit, educational organization dedicated to learning, sharing, and making use of better methods of school business administration.

The demands on the school business official's time and skill are increasing in today's highly competitive world. As school business operations have reached a degree of complexity and the maintenance of efficiency and service has become a major issue, the school business official is being asked to do his/her job with greater precision and more effectiveness.

Our organization has an obligation to help the modern school business official become more professional in the performance of their duties and responsibilities. This can be accomplished through attendance at O.A.S.B.O. and local chapter meetings and related workshops, conferences, and seminars.

# OHIO VALLEY SCHOOL BUSINESS OFFICIALS

## CONSTITUTION AND BY-LAWS

### ARTICLE I - NAME

The name of the organization shall be the Ohio Valley School Business Officials, composed of the following counties: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren.

### ARTICLE II - PURPOSE

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

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

### ARTICLE III - AFFILIATION

The organization shall be affiliated with the Ohio Association of School Business Officials and the Association of School Business Officials of the United States and Canada.

### ARTICLE IV - MEMBERSHIP

#### Section 1. Active Membership

Active membership shall be open to persons employed in the administration of the business affairs of school districts in the Ohio Valley School area

#### Section 2. Associate Membership

Associate membership shall be extended to persons formerly employed in the administration of the business affairs of school districts. Associate members shall be non-voting members.

Section 3. Vendor Affiliation

Vendors are eligible for affiliation with annual fees as determined by the organization. Vendors shall be non-voting members.

Section 4. Honorary or Life Membership

Honorary or life membership will be extended to persons retired from employment in school business administration and other such persons as the organization may from time to time select. Honorary or life members shall be non-voting members.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section 1. List of Officers

The officers of the Association shall consist of a President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past President.

Progression in Office

In order to provide continuity in the organization, officers will progress in the following manner: Treasurer to Secretary, Secretary to Vice-President, Vice-President to President-Elect, President-Elect to President, and President to Immediate Past-President.

Section 2. Term of Office

- A. The term of office for the President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past-President shall be one year.
- B. Term of office shall begin on July 1st and end June on 30th of each year.

Section 3. President

The President shall preside at all meetings of the association and shall be an ex-officio member of all committees which he/she may appoint to special service. The President will serve as program coordinator for the year and shall also serve on the by-laws committee.

Section 4. President-Elect

The President-Elect shall perform the duties of the president in his/her absence. He/she will serve as chairperson of the Audit committee. This committee will conduct an annual audit of the chapter financial records and present a report to the general membership.

Section 5. Vice-President

The Vice-President shall perform the duties of the President and President-Elect in case of their absence. He/she will serve on the Nominating committee.

Section 6. Secretary

The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings. Hs/she shall keep a record of all official correspondence of the Association., The secretary shall also serve as reporter for the Association and shall, at the expiration of his/her term of office, transfer to his/her successor all books, papers, records and other property in his/her possession belonging to the Association.

Section 7. Treasurer

The Treasurer shall keep a correct account between the Association and its members and receive or collect all monies due and shall hold in safekeeping all Association funds entrusted to him/her.

Hs/she shall keep a correct ledger account of all receipts and disbursements supported by proper vouchers; shall close and balance the books at the end of each month and at the end of the fiscal year and shall furnish the membership and the president with complete financial reports.

He/she shall, at the expiration of the term of office, transfer to his/her successor all monies, books, papers and other records and property entrusted to him/her.

Section 8. Immediate Past-President

The Immediate Past President will have the basic responsibility of giving guidance and the benefit of his/her past experience to the present officers.

Hs/she shall be the Chapter Membership Chairman and be responsible for the annual membership drive.

Hs/she will serve as chairperson of the Constitution and By-Laws Committee. This committee, made up of the President, Immediate Past-President, and an active member will annually review the Chapter Constitution and By-Laws and present any recommendations to the general membership.

Should a vacancy occur in any of the offices of the organization, such vacancy shall be filled by the remaining officers and the appointee shall hold office until his successor is elected at an annual meeting and subsequently take office on July 1st.

## ARTICLE VI - MEETINGS

The Association shall hold bi-monthly meetings. The meetings will be held in September, November, January, March and May.

One meeting of the chapter officers, who serve as the Program Committee, will be held to plan the year's programs. Cost of a meal connected with this meeting will be borne by the chapter.

## ARTICLE VII - QUORUM

At all meetings of the Association, those present shall constitute a quorum for the transaction of business.

## ARTICLE VIII - ELECTION OF OFFICERS

### Section 1. Time

- A. The election of officers for the ensuing term shall take place at the May meeting of the organization. The term of all officers shall begin on the first day of July.

### Section 2. Method

- A. A nominating committee appointed by the Vice-President shall prepare a list of officer nominees to be voted on at the May meeting. All candidates being presented shall have given their consent for nomination.
- B. Additional nominations for any office may be made from the floor at the meeting. Nominees must give their consent for nomination.
- C. The candidates receiving the majority of the votes cast shall be declared elected.

## ARTICLE IX - CHANGES IN CONSTITUTION AND BY-LAWS

### Section 1.

Changes in the Constitution and By-Laws shall be determined by a two-thirds majority of the members present.

## BY-LAWS

## ARTICLE I - FISCAL YEAR

The fiscal year of the Ohio Valley School Business Officials shall begin on the first day of July.

## ARTICLE II - MEMBERSHIP YEAR

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

## ARTICLE III - DUES

The annual dues for active, associate and vendor members shall be ten dollars (\$10.00) per year, or such other amount as shall be determined by the membership at any meeting.

## ARTICLE IV - COMMITTEES

At any time during his/her term of office, the President may appoint and outline the duties of the necessary committees for properly conducting the business of the Association in accordance with the Constitution and By-Laws.

## ARTICLE V - AUDIT OF FINANCIAL RECORDS

An audit of the financial records of the Association shall be made annually by a committee of members appointed by the President-Elect.

## ARTICLE VI - MEETING RESERVATION

Every member is obligated to pay for any meeting reservation not cancelled within forty-eight (48) hours of the meeting time. The treasurer shall invoice for all unfilled reservations.

## ARTICLE VII - ILLNESSES

The Association will send a planter or other non-expendable gift to members who are hospitalized, ill or injured. The president shall assign this responsibility each year.

## ARTICLE VIII - MEMORIALS

The chapter shall send a floral arrangement in the memory of a deceased member. If a memorial scholarship is established in the name of the deceased member, a contribution shall also be made to that fund. In no case shall the total cost of a memorial to a member exceed a maximum of one hundred dollars (\$100.00).

## ARTICLE IX - RETIREMENTS

If an active member retires from school business service, a gift will be given to acknowledge the retirement.

June 30, 1997