

# BY-LAWS OF MISSISSIPPI ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## ARTICLE I

### Duties of Officers

**SECTION 1. PRESIDENT.** The President shall

- (a) preside at all meetings of the Association and of the Executive Committee,
- (b) have general supervision of the affairs of the Association and shall perform the duties which usually devolves upon the chief executive of such an Association,
- (c) be required to be a member of the Southeastern Association of School Business Officials,
- (d) be required to be a member of the Association of School Business Officials International, and
- (e) appoint all committees not otherwise provided for, and shall be ex-officio member of all committees.

The President shall make a special effort to attend the annual meeting of the Southeastern Association of School Business Officials and the annual conference of the Association of School Business Officials International, for which a reasonable amount of travel cost that has been approved by the Executive Committee will be paid by the Mississippi Association of School Business Officials. Meal and travel expenses shall be paid on the same basis as that of the State of Mississippi.

The President shall prepare the program for the general sessions of the meetings of the Association, and shall have power to modify or change the program, if, in the President's judgment, such changes do not conflict with the provisions of the Constitution and By-Laws.

The President shall approve all necessary notices distributed to the membership and all expenses incurred by the Association, or by any authorized member of the Association, before claims for such obligations are paid.

The President may delegate any administrative duties to the Executive Director from time to time.

**SECTION 2. PRESIDENT ELECT.** The President Elect shall exercise all the functions of the President in the President's absence and such other duties as may be delegated by the President. The President Elect shall serve as Membership Chairman for the Association.

**SECTION 3. SECRETARY/TREASURER.** The Secretary/Treasurer, or the Executive Director, acting on behalf of the Secretary/Treasurer, shall perform the following functions:

- (a) receive and collect all monies due the Association and shall hold in safekeeping all Association funds,
- (b) certify all claims for payment to the President and pay same after written approval by the President,
- (c) have the financial records present in electronic form at all meetings of the Association and of the Executive Committee,
- (d) be custodian of all financial records and property of the Association,
- (e) make a report of the transactions of the Association at its annual or special meetings,
- (f) At the expiration of his or her term of office, transfer to the successor in office, all books, papers, records, another property in his possession belonging to the Association,
- (g) attend each and every session of the Associations annual or special meetings unless otherwise excused by the President,
- (h) furnish insurance/bond in an amount to be fixed by the Executive Committee, the premium therefore to be paid by the Association,
- (i) keep a record of all receipts and disbursements supported by proper vouchers and shall close and balance the books by August 31 of each year, and shall immediately furnish the Executive Committee with a complete financial statement and
- (j) perform any other duties not herein specified which may be authorized by the President.
- (k) have the secretarial records present at all meetings of the Association and of the Executive Committee,
- (l) keep a master file of members, separating the same into active, life, associate and honorary,
- (m) be custodian of all secretarial records and property of the Association,
- (n) keep a file on all official correspondence of the Association,
- (o) serve all necessary notices after the same have been approved by the President,
- (p) at the expiration of his or her term of office, transfer to the successor in office, all books, paper, records, another property in his possession belonging to the Association,
- (q) attend each and every session of the Association's annual or special meeting unless otherwise excused by the President,
- (r) perform any other duties not herein specified which may be authorized by the President.

The Executive Committee may delegate any of the foregoing duties to the Executive Director from time to time.

**SECTION 4. EXECUTIVE COMMITTEE.** The Executive Committee shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws.

Meetings of the Executive Committee will generally be held at least once a month at such day and time as the Executive Committee may determine. There shall be additional meetings of the Executive Committee as required. Notwithstanding anything to the contrary in this section, the Executive Committee shall meet as often as necessary to carry out the business of the Association.

The President may call a special meeting of the Executive Committee at any time and determine the time and manner of holding such meeting, and the President shall do so upon the request of any three Committee members, or of the Executive Director. In the President's absence or disability the President-Elect may call a special executive committee meeting at any time and determine the time and manner of holding such meeting.

The President shall give reasonable notice of all meetings by telephone or e-mail employing the contact information designated from time to time by each Director. If given by telephone or e-mail, such notice shall be given at least twenty-four hours before the time of the meeting. Notwithstanding the foregoing in exigent circumstances notice of special meetings shall be given as far in advance of such meetings as circumstances shall permit.

Meetings held via video or telephone conference should be the exception rather than the rule and should meet the following three general conditions: (1) reasonable effort is made to meet in person; (2) the Secretary's ability to make record of the meeting is not hindered; and (3) all votes are taken by roll call.

The Executive Committee shall be vested with the power to call a special meeting of the Association and to designate the date, time and place of such meeting. The reason for calling such a meeting must be fully stated in a notice to be distributed to each member at least twenty days prior to the date of the meeting if at all possible. The Executive Committee shall be vested with the power to set the special meeting time and place.

The Executive Committee shall have the authority to appoint an Executive Director, who may or may not be an Association member, to assist with the preparation of the annual conference, to maintain the daily records, finances and affairs of the Association, and to assist with any other matters requested by the Executive Committee. The Executive Committee is authorized to negotiate and enter into on behalf of the Association an agreement with any Executive Director,

stating, among other things, the Executive Director's status, duties, compensation, expense reimbursement and other related matters.

## **ARTICLE II**

### **Committees**

**SECTION 1. GENERAL.** At any time during his or her term of office, but not later than one month after the end of the annual meeting of the Association at which he or she is installed, the President shall appoint all Committee members of the following committees.

**SECTION 2. FINANCIAL REVIEW.** The accounts and records of the Association shall be reviewed by three active or life members and report submitted to the Association at its annual meeting.

**SECTION 3. CONSTITUTION AND BY-LAWS.** The Committee shall consider proposals for amendments or revisions to the Constitution and By-Laws and present recommendations to the Association in accordance with Article VI of the Constitution and Article VI of the By-Laws.

**SECTION 4. NOMINATING.** The Nominating committee shall consist of Immediate Past President, President, and President elect. The committee shall nominate a person or persons for the elective offices and present its nominations to the membership before adjournment of the regular sessions of the Association.

**SECTION 5. RESOLUTIONS.** The Committee on Resolutions shall receive and consider all resolutions which may be referred to it by the Association and may hold meetings to hear the proponents and opponents of such resolutions. It shall also prepare all special resolutions concerning memorials, withdrawals, etc., and present same on the floor of the conventions at the call of the President. The Committee shall report before the adjournment of the annual meeting of the Association.

**SECTION 6. SPECIAL COMMITTEES.** Special Committees shall be appointed by the President and approved by the Executive Committee, as needed. The term of a special committee shall end at the expiration of the term of the appointing President.

**SECTION 7. RESEARCH COMMITTEE.** The Research Committee shall be a standing committee comprised of at least six members whose terms at appointment shall be for three (3) years each. The President shall make all

Committee appointments necessary upon the expiration of Committee members' terms. In addition, the President, President Elect, and the Past President shall serve on the Committee each year. Duties of the Committee shall be: To provide a vehicle through which the State Efficiency Committee, the State Department of Education, the State Department of Audit, the State Legislature, and the Local School District Officials can work to achieve a more solid and consistent financial accounting and reporting system for Mississippi Public School Districts.

**SECTION 8.** Any committee, including the Executive Committee, may meet periodically upon the call of the committee chairman. Any committee may permit any or all members to participate in any meeting by, or conduct such a meeting through the use of, any means of communication by which all committee members participating may simultaneously hear each other during the meeting. Any committee member participating in meeting by this means is deemed to be present in person at the meeting.

If and when the Executive Committee shall severally or collectively consent through the official minutes to any action to be taken by the Association, such action shall be as valid as though it had been authorized at a meeting of the Executive Committee.

## **ARTICLE III**

### **Reports and Proceedings**

**SECTION 1. REPORTS.** The Secretary/Treasurer, or Executive Director, shall be supplied with a copy of each paper, address or lecture which is given before the Association, to the extent available in writing.

**SECTION 2. PROCEEDINGS.** The proceedings of the annual or special meetings of the Association shall be compiled by the Secretary/Treasurer or Executive Director. Each member of the Association shall be entitled to a copy of the report.

## **ARTICLE IV**

### **Dues and Registration**

**SECTION 1. DUES.** The Executive Committee shall be authorized to establish from time to time the annual dues of members within each membership classification of the Association. Payment of such dues shall entitle such members to receive the printed proceedings of the Association, special bulletins and reports as issued. Life members are also entitled to receive these materials.

Only members who pay their dues by the annual meeting are entitled to register at the annual meeting, except members of Boards of Education and Superintendents who may attend the annual meeting by payment of a registration fee only (if a fee is being charged.)

## **ARTICLE V**

### **Membership and Fiscal Year**

**SECTION 1.** The Fiscal Year will be July 1 through June 30. All Association positions and membership will run, however, from annual meeting to annual meeting.

## **ARTICLE VI**

### **Amendments or Revisions to By-Laws**

**SECTION 1.** AMENDMENTS OR REVISIONS TO THE BY-LAWS may be proposed at any meeting of the Association, provided resolutions for such shall be first presented at the first regular session of said meeting. Such resolutions shall then be referred to the committee on By-Laws for recommendation and may be adopted or rejected by the Association at the last regular session of the meeting. Such amendments or revisions shall be determined by a two-thirds majority of the active and life members present.

## **ARTICLE VII**

### **Rules, Adoption, Amendments or Revisions to Constitution and By-Laws**

**SECTION 1.** RULES. The rules contained in Robert's Rules of Order Revised, shall govern this Association wherever applicable, and in which they are not inconsistent with the Constitution or By-Laws, or special rules of the Association.

**SECTION 2.** ADOPTION. Adoption of Constitution and By-Laws was made at the first annual meeting of the Association in Jackson, Mississippi on February 27, 1970.

I hereby certify that the foregoing By-Laws, as amended, were approved by the Executive Committee on February January 5, 2018 and adopted by the vote of the Association membership on February 8, 2018.