

MONMOUTH COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONSTITUTION

PREAMBLE

WHEREAS, We, the school business officials of the county of Monmouth, do unite to establish a permanent association,

THEREFORE: We do constitute ourselves to be known as the Monmouth County Association of School Business Officials, and have adopted for our government the following constitution and By-Laws as hereafter and herein mentioned.

ARTICLE 1.
NAME AND LOCATION

Section 1. This organization shall be known as the Monmouth County Association of School Business Officials and the headquarters of the Association shall be located at the address of the presiding officer.

Section 2. The official mailing address of the Association shall be the address of the office of the Monmouth County Superintendent of Schools.

ARTICLE 2.
OBJECTS

Section 1. The objects of this Association shall be to promote the good fellowship and general welfare of its members, working in harmony at all times, exchanging ideas and information useful to the membership. The Association shall disseminate matters of interest as an aid to the solution of the problems which confront the school business officials of Monmouth County, as well as all others engaged in this profession.

ARTICLE 3.
MEMBERSHIP

Section 1. The membership of this organization shall be divided into four (4) classes: ACTIVE - ASSOCIATE - HONORARY - EMERITUS.

- Section 2. ACTIVE members shall include all persons actively engaged as Board Secretaries, Business Managers, Business Administrators, and Assistant Superintendents for Business and other such persons meeting the _____.
- a. employed by, and on the permanent payroll of a public school district, county college, or the office of education in the State of New Jersey;
 - b. performing school business service functions in an administrative or supervisory capacity as part of his/her regular duties and responsibilities.
- Section 3. ASSOCIATE members shall include members of the private sector associated with school business services. Associate members are elected by the membership at the meeting following their original presentation, after nomination by two active members to the membership committee who shall review the nomination and make recommendation thereby. Any member having adverse dealings with any proposed associate member shall report same to the membership at the meeting wherein the member was proposed or to any member of the Executive or membership committees at that meeting or during the period between that meeting and the next so that the charge can be discussed in an executive session of all voting members prior to the vote to approve such proposed associate member. Associate members may be approved in a block vote, unless any voting member shall request a separate vote on any or all proposed candidates.
- Section 4. HONORARY members shall include any persons, who for their contribution to the welfare of the membership, or for their interest in promotion of its objects, shall have this honor conferred upon them by a majority vote of the membership present at any regular meeting. The Monmouth County School Business Administrator shall be considered an honorary member.
- Section 5. An EMERITUS member shall be one who has served as an active member for at least 12 years, which may include the year of retirement, and who retires from active membership because of age or disability.

ARTICLE 4.
PRIVILEGES OF MEMBERS

- Section 1. ACTIVE - All active members shall have the right to vote and to hold any elective or appointed office in this Association, and shall pay dues.
- Section 2. EMERITUS – All emeritus members shall have the right to vote and to hold any appointed office of this Association, and are exempt from the payment of annual dues. It shall be the duty of the Historian to report eligible emeritus members to the full Executive Committee at the April Executive Committee meeting. _____ as are qualified to the membership at the May general meeting for election as emeritus members. New emeritus members shall be installed at the annual June meeting. All emeritus members, new and existing, shall be invited to attend the June meeting as guests of the Association. Emeritus members wishing to attend any other Association function shall pay whatever assessment is levied for other non-active members.
- Section 3. ASSOCIATE – All associate members shall be elected to membership by a majority vote of the members present at any regular meeting of the organization. They do not have the right to vote, nor to hold any office either elective or appointive; but shall be subject to the payment of dues.
- Section 4. HONORARY – All duly elected honorary members are exempt from the payment of dues, and do not enjoy the privilege of holding either elective or appointive office.
- Section 5. ALL MEMBERS – Members of all classifications shall be permitted to attend all of the meetings of this Association, speak on matters before the group during the period of discussion and participate as members of any committee appointed by the president or the executive committee for subject study purposes.

ARTICLE 5.
OFFICERS

- Section 1. The elected officers of this Association shall be: a President, Vice President, Secretary, Treasurer, and Historian.

Section 2. The duly elected officers shall serve a term of one year, from July 1 to June 30, or until their successors shall have been elected and installed in office. Installation of officers shall occur at the June meeting preceding their term of office. Any vacancies which may occur in any office during the course of a year shall be filled by a majority vote of the members present any regular meeting of the organization. No member shall hold more than one elective office concurrently, or serve more than two consecutive terms in the office of either President or Vice President.

ARTICLE 6.
STANDING COMMITTEES

Section 1. The standing committees of this Association shall be: _____ - _____ - _____ - _____ - NOMINATING - AUDITING. The committees, with the exception of the Executive, shall be appointed by the President, and shall serve during his/her term of office.

ARTICLE 7.
MEETINGS

Section 1. There shall be a minimum of seven (7) regular monthly meetings of this Association held each year. The Executive Committee shall establish the calendar of monthly meetings. No business shall be transacted unless a quorum, which shall be defined as having one-half of the number of school districts in the county represented by an active member, is present.

Section 2. The regular monthly meeting shall have as their purpose the discussion of any pertinent business or matters of interest to the members of the Association. The May meeting shall be held for the purpose of electing the officers of the organization for the following year.

Section 3. The election to any office shall be by written ballot or acclamation, and selection by a majority of votes cast by the members present shall constitute election.

Section 4. Special meetings may be called by the President at any time, but must be called upon a petition of ten (10) members in good standing; further provided that the petition is submitted in writing and states the purpose of the proposed meeting. This petition shall be presented to the President. It

shall also be provided that the members of this Association must receive written notice of the date of this special meeting, and the purposes for which it is called, at least two weeks prior to the date set for its call.

ARTICLE 8 AMENDMENTS

- Section 1. Any amendments proposed to this Constitution and By-Laws of the Association shall be made in writing and submitted to the Secretary and read at the next meeting.
- Section 2. No proposal to amend, alter, abrogate this Constitution or By-Laws shall be acted upon unless a written notice setting forth the amendment or amendments has been sent to each member at least two (2) weeks prior to a regular meeting.
- Section 3. A three-fifth (3/5) majority vote of the entire voting member shall decide approval or disapproval of any

AMENDMENTS

Section 1. Amendments to these By-Laws shall follow procedures as outlined in Article 8 of the Constitution.

ARTICLE 6. THE ORDER OF BUSINESS

Section 1. The order of business shall be as outlined below:

1. Call to order by presiding officer
2. Roll Call of attendance by secretary
3. Approval of Minutes of a previous meeting
4. Treasurer's report
5. Correspondence
6. President's report
7. County Superintendent's report
8. County School Business Administrator's report
9. Reports of committees
10. Proposals for membership and elections thereto
11. Election of officers (annual meeting)
12. Old business
13. New business
14. Appointments of special committees
15. Speaker or program of the meeting
16. Adjournment

Section 2. The presiding officer shall announce the order of business by calling each subject in its proper order.

Section 3. The decorum of a meeting shall be guided by general parliamentary procedure, following Robert's Rules of Order.

Amendment proposed by committee - 1960-1961
Adopted - June 1961

Amendment proposed by committee - May 1971
Adopted - June 1971

Amendment proposed by Executive Committee - October 1986
Adopted - November 1986

Amendment proposed by Executive Committee - April 1991
Adopted - June 1991

Amendment proposed by Executive Committee - October 1991
Adopted - November 1991