

## **BY LAWS**

### **MONMOUTH COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

#### **MEMBERSHIP**

##### **BY LAW 301 AUTOMATIC ENROLLMENT FOR ACTIVE MEMBERS**

Any school business official, having been duly appointed by their Board of Education, shall be granted active membership status, without any sort of nomination or election, subject to annual payment of dues.

##### **BY LAW 302 ELECTION OF ASSOCIATE MEMBERS**

Associate members are elected by the membership, after nomination by two active members to the membership committee who shall review the nomination and make recommendation thereby. Associate members may be appointed at any time. One half of the dues amount will be assessed for members approved after February 1. Membership dues are payable by October 31 for full year members, and on March 31 for half year members. Associate members shall be elected to membership by a majority vote of the voting membership present at the regular meeting of the Association wherein their reading has occurred. Associate members may be approved in a block vote, unless any voting member shall request a separate vote on any or all proposed candidates. 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. A complete list of Associate Members will be presented to the Business Official members in April and will be voted on in May. If a member has an issue with an associate member, contact the Membership Chair, prior to the May meeting and the individual will be voted on separately.

##### **BY LAW 303 ELECTION OF HONORARY MEMBERS**

Honorary members shall have this honor conferred upon them by a majority vote of the membership present at any regular meeting. The Historian shall maintain a record of all such persons designated as Honorary Members.

##### **BY LAW 304 MONMOUTH COUNTY EXECUTIVE SCHOOL BUSINESS ADMINISTRATOR**

The Monmouth County Executive School Business Administrator shall be considered an honorary member.

**BY LAW 305**  
**QUALIFICATIONS AND ELECTION OF EMERITUS MEMBERS**

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. It shall be the duty of the Historian to report eligible emeritus members to the full Executive Committee at the April Executive Committee meeting. The Executive Committee shall then present such names 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.

**BY LAW 307**  
**PRIVILEGES OF MEMBERS**

Membership belongs to the individual and not the school district. However, no school district shall be required to pay dues for its Business Administrator more than once annually. Individual members are entitled to only one vote regardless of the number of districts they represent. Multiple membership dues must be paid for individuals other than the Business Administrator who wish to be recognized as members of this Association. One half of the dues amount will be assessed for members approved after February 1. Membership dues are payable by October 31 for full year members, and on March 31 for half year members.

**BY LAW 308**  
**SUSPENSION OF MEMBERSHIP**

The suspension of a member shall be by a 3/5-majority vote of the members present at any regular meeting. The Executive Committee may recommend to the membership the suspension of any officer or member found guilty of malfeasance and/or nonfeasance, and such member shall be served with a written copy of the charges against him at least ten (10) days prior to a hearing by that committee, and he shall be granted full opportunity to be heard in his/her defense. Suspension may be enforced also for conduct unbecoming a member, refusal to pay any assessments voted, or any gross misdemeanor.

**BY LAW 309**  
**INQUIRY ON ASSOCIATE MEMBER**

Any active member who has any complaint with the business practices of any associate member serious enough to warrant either suspension or removal of membership shall report same to any member of either the Executive or Membership Committees. Committee members in receipt of such complaint shall direct same to the chairman of the Membership committee who shall convene a special meeting of that committee to investigate the matter. The committee shall report its findings to the President before the second regular meeting of the association following the complaint with a recommendation for: (1) no action; (2) reprimand by letter; (3) suspension of membership in the association for up to one year; (4) permanent removal from membership, with a pro-rata refund of membership dues. Any action shall be by majority vote of active members present. The President shall determine whether discussion of the committee report at the next meeting shall be held in public or private session, and may

convene a special Executive Committee meeting to discuss the issue should he/she so choose. In any event the report of the Membership Committee shall be fully disclosed to the members of the Association no later than the second regular meeting following the complaint.

## **PRIVILEGES**

### **BY LAW 401 SENDING REPRESENTATIVES FOR MEMBERS**

Because the Association recognizes the pressures that accompany employment in this profession, members may send a representative to gather information from the business portion of Association meetings, upon giving prior notice to an officer of the Association.

### **BY LAW 402 SPECIAL PRIVILEGES OF EMERITUS MEMBERS**

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 categories of members other than active members.

### **BY LAW 403 RETIREE MEMBERS ATTENDING FUNCTIONS**

All retiree members shall be entitled to attend all association functions upon payment of the assessment for that function. This includes the annual June meeting, except in the year of their retirement when they attend as guests of the Association.

## **OFFICERS**

### **BY LAW 501 SUCCESSION OF OFFICERS**

The Nominating Committee shall nominate the President for a second term, provided that President consents and has performed his/her duties as listed in these By-Laws. Otherwise, the Vice President shall be nominated for President and the Secretary shall be nominated for the office of Vice President automatically. The Treasurer or Program Chair may elect to run for the position of Secretary by notifying the Nominating Committee in writing by April. Other nominations for officers will be made in accordance with By Law 502. A member to be considered as an officer candidate must have actively served on a MCASBO or NJASBO Committee for a minimum of two years, been a member in good standing of MCASBO for a minimum of three years, and been a Business Administrator in good standing for at least two full years.

The Treasurer will be elected to this position and can serve multiple terms not to exceed six (6) years. This position will not automatically entitle the member to become an officer in the Association.

The Program Chairperson will be appointed by the newly elected President.

**BY LAW 502  
NOMINATIONS FOR OFFICERS**

Nominations for officers shall be made in April by the membership. The nominations will be evaluated by the Nominating Committee and all qualified candidates will be forwarded to the membership by May 1<sup>st</sup> and voted on at the May meeting. If the current officers are eligible for a second term and are willing to accept they will automatically be nominated for those positions.

**BY LAW 503  
ELECTION PROCEDURES FOR OFFICERS**

In balloting for officers of this Association, a majority of all Business Officials votes cast shall be necessary for election. Should there be no election on the first ballot, the name of the candidate receiving the fewest number of votes shall be dropped from the next ballot, and so on, until an election is made. All elections shall be made by a written ballot or by acclamation of the members present at the meeting. A written ballot shall be used whenever there are two or more nominations for an office.

**BY LAW 504  
INSTALLATION OF OFFICERS**

Installation of officers shall occur at the June meeting preceding their term of office. Any vacancies in the Presidency or Vice Presidency which may occur in either office during the course of a year shall be filled by the Executive Committee members as follows: the Past President will be filled by the former Past President, the Presidency will be filled by the Vice-President, the Vice-Presidency will be filled by the Secretary and the Secretary will be filled by a Past President until the next election.

**BY LAW 505  
DUTIES OF THE PRESIDENT**

The President shall be the chief executive of this organization, and shall preside at all meetings, both regular and special. He/she shall see that the provisions of the Constitution and By-Laws are administered properly. He/she shall see that all rules, laws, regulations and policies established there under shall be enforced and observed. Together with the Executive Committee, he/she shall enforce discipline and proper decorum in the management of the affairs of the Association. He/she shall appoint such committees as stipulated by the Constitution, and from time to time any others deemed to be necessary. The President shall be an ex-officio member of all committees.

**BY LAW 506**  
**DUTIES OF THE VICE-PRESIDENT**

It shall be the duty of the Vice President to serve and preside over the meetings and affairs of this organization in the absence of the President.

**BY LAW 507**  
**DUTIES OF THE TREASURER**

The Treasurer shall be the fiscal officer of the Association and shall keep accurate records of all moneys received and an itemized account of all funds expended. All bills for payment shall be made by check, requiring two (2) signatures of either the: Treasurer, President and/or Vice President. He/she shall deposit all funds or other valuable effects in the name of, and to the credit of, this Association in such depository as may be designated by the Executive Committee. He/she shall disburse the funds ordered by the Executive Committee, taking proper vouchers for all such disbursements. He/she shall prepare and present, as required by the Executive Committee, a detailed financial statement containing an account of all his/her transactions, showing all receipts and all expenditures made on behalf of the Association. He/she shall keep record of all dues paid and report periodically to the membership. He/she shall keep the Secretary advised of the membership list of persons in good standing in line with the requirements of the constitution. It shall be the duty of the Treasurer to notify all members who become delinquent because of non-payment of dues.

**BY LAW 508**  
**DUTIES OF THE SECRETARY**

The Secretary shall keep a roster of all members in good standing, including Active, Associate, Honorary, Emeritus and Retiree members. He/she shall notify the membership of all meetings, or any other activities of the membership as an Association. He/she shall attend to all correspondence required of his/her office. He/she must provide a sign in sheet listing all members at regular and special meetings in order to keep an accurate record of attendance. He/she shall record the proceedings and deliberations of the Association at all meetings in a book provided for such purpose.

**BY LAW 509**  
**DUTIES OF THE HISTORIAN**

It shall be the duty of the Historian to retain all minutes of the association prior to the tenure of the present Secretary of the Association, to maintain any photographic record of the activities of the Association including memorabilia of conventions and other special events, and to record the length of membership of individuals as active members so as to facilitate the process of nomination for emeritus status. This individual shall be a member of the Membership Committee.

**BY LAW 510  
PROGRAM CHAIRPERSON**

The Program Chairperson shall be (1) member. This individual shall be charged with, working with the President and the Executive Committee, providing speakers and programs of interest at regular meetings and with the selection of meeting places of the Association and making arrangements therefore.

**BY LAW 511  
WEBMASTER**

The Webmaster shall maintain and update the MCASBO website on a regular, as needed basis. The Webmaster shall be appointed by the President and serve throughout the duration of that President's term. Payment for this will be made annually as by the membership, as set by the Executive Committee annually.

**BY LAW 512  
CALENDARMASTER**

The Calendarmaster shall maintain and update the MCASBO calendar on a regular, as needed basis. The Calendarmaster shall be appointed by the President and serve throughout the duration of that President's term. Payment for this will be made annually as by the membership, as set by the Executive Committee annually.

**COMMITTEES**

**BY LAW 601  
EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of all of the elected officers of this organization, the Monmouth County Executive School Business Administrator, the immediate Past President, the Program Chair, the Historian, and any officer of NJASBO elected from the county who has maintained membership in the Association or any committee chair of NJASBO. They shall meet at least ten (10) times annually to discuss policy and operation of the Association. It shall be their duty to exercise general management and control of the organization, transact all business requiring executive action and set amount of dues annually. A quorum of this committee shall consist of not less than four (4) of its voting members.

**BY LAW 602  
MEMBERSHIP COMMITTEE**

The Membership Committee shall not be less than two (2) members, one of whom, shall be the Historian and they shall determine the validity and eligibility of each candidate for membership. It shall be the duty of this committee to enlist membership for the Association and to recommend candidates for Associate and Honorary Classifications.

**BY LAW 603  
HOSPITALITY COMMITTEE**

The Hospitality Committee shall consist of not less than three (3) members with full responsibility for all of the social activities of the Association at conventions or special social events.

**BY LAW 605  
NOMINATING COMMITTEE**

The Nominating Committee shall consist of three (3) Past Presidents under the Chair of the Immediate Past President. They shall nominate persons for elective offices and present their nominations to the membership at the regular meeting immediately preceding the May meeting.

**BY LAW 606  
AUDITING COMMITTEE**

The Auditing Committee shall consist of at least two (2) active members of the Association appointed by the President. The Auditing Committee is charged with conducting an annual audit of Association records no later than November 5<sup>th</sup>. The committee must report their findings to the membership at a monthly meeting prior to or at the November meeting.

**MEETINGS**

**BY LAW 701  
QUORUM DEFINED**

A quorum shall be defined as having such number of active members present that at least one-half of the school districts in the county are represented at the meeting.

**BY LAW 702  
CALENDAR OF MEETINGS ESTABLISHED BY EXECUTIVE COMMITTEE**

The Executive Committee shall establish the calendar of monthly meetings.

**BY LAW 703  
NOTICE REQUIRED FOR SPECIAL MEETINGS**

Members of this Association must receive written notice of the date of any special meeting, and the purposes for which it has been called, at least two weeks prior to the date set for such meeting.

**BY LAW 704**  
**ELECTION OF OFFICERS AT MAY MEETING**

The May meeting shall be held for the purpose of electing the officers of the organization for the following year, and such other matters as may be determined by the Executive Committee.

**BY LAW 705**  
**THE ORDER OF BUSINESS**

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. Executive County Superintendent's report
8. Executive County School Business Administrator's report
9. Committee Reports
10. Proposals for membership and elections in the months specified in the By-Laws
11. Election of Officers (annual meeting)
12. Old business
13. New business