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CONSTITUTION AND BY-LAWS  
OF THE  
SOUTH DAKOTA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Statement of Purpose

The South Dakota Association of School Business Officials is an educational organization dedicated to studying, determining and disseminating better methods of school business administration.

SDASBO has as its concern the improvement of efficiency in school business management.

The demands on the school business officials' time and skill are increasing in today's world as currently experienced. At a time when school business management has reached an unparalleled degree of complexity, and the maintenance of efficiency and service has become a major problem, the emphasis is being placed on expecting school business officials to perform their jobs with even greater expertise, accuracy, and effectiveness.

In this environment, the South Dakota Association of School Business Officials has as a primary purpose the providing of aid to school business officials to enhance the performance of their duties and responsibilities. SDASBO does this by bringing to the attention of its members new management methods, tools, techniques and procedures that will enable them to better perform their management functions of planning, organizing, coordinating, controlling, evaluating, improving, and wisely expending the taxpayer's money with which they have been entrusted.

This is accomplished through a planned program of workshops, conferences, discussion groups, annual meetings, special and standing committees, dissemination of relevant information, and cooperation with other educational organizations sharing mutual concerns. It also includes the encouragement of and the attendance at courses and programs in the field of school business management offered by recognized and accredited colleges and universities, and the sponsoring, encouraging and assisting in research projects.

## CONSTITUTION

### ARTICLE I – NAME

The name of this organization shall be the South Dakota Association of School Business Officials.

### ARTICLE II – OBJECTIVES

The objective of SDASBO shall be:

1. To promulgate and establish the highest standards of ethical conduct, performance and efficiency in business methods and practice in the fields of school business management and administration of the schools of the State of South Dakota.
2. To study and disseminate the most efficient methods of developing and improving school business management and administration.
3. To cooperate with other educational associations, the federal and state government, and political sub-divisions in improving school business management and administration.
4. To meet other identified needs of the profession and membership.

### ARTICLE III – MEMBERSHIP

Section 1. Voting Memberships shall be composed of the following:

A. **ACTIVE MEMBERS.** An active member shall be one who is employed by a public, private, or parochial school, school district, college or university, county, regional, state or other governmental unit; performing school business related functions in an administrative or supportive capacity; or serving as a college or university faculty member of business or school administration.

B. **LIFE MEMBERS**

- 1) A Life Member shall be one who has served as an Active Member for a minimum of five years, and who at the time of application is actively employed in the field of school business management.
- 2) Past Presidents will be awarded a LIFE membership upon completion of their term of office as President of SDASBO.

Section 2. Non-Voting Memberships shall be composed of the following:

A. BUSINESS ASSOCIATE MEMBERS. A Business Associate Member shall be an individual commercially interested in the field of school business management.

B. STUDENT MEMBERS. A student member shall be one who is enrolled in school business or administration classes.

C. HONORARY MEMBERS

1) When a SDASBO member reaches the age of 60 years or older and is retiring from active participation in the field of school business management, and if said member has held an ACTIVE membership in SDASBO for five or more years preceding retirement, he or she will be suitably recognized at the Spring Conference of the Association and presented with an HONORARY membership.

2) The Board of Directors may, at their discretion, honor others who have distinguished themselves in public or professional service with an HONORARY membership.

#### ARTICLE IV – DUES

Section 1. Annual Dues shall be recommended by the Board of Directors and approved by a majority of the members voting at a regularly scheduled business meeting of the Association.

Section 2. The Annual Dues shall be for the fiscal year commencing July 1 and ending June 30.

Section 3. The Annual Dues for Active Members may be paid by the individual, school, school district, college or university, or, other governmental unit.

Section 4. All memberships shall be subject to the annual payment of dues except LIFE and HONORARY members.

A. Honorary Members shall pay no dues.

B. Life Members' dues shall be paid in one payment in an amount recommended by the Board of Directors and approved by a majority of the members voting at a regularly scheduled business meeting of the Association.

## ARTICLE V – ORGANIZATION

### Section 1. BOARD OF DIRECTORS

- A. The Board of Directors shall be composed of twelve members. The members shall consist of the President, the President-Elect, the Vice-President, the Immediate Past-President, the Secretary, the Treasurer, and six other Directors duly elected from the Active or Life members. All members of the Board of Directors shall be currently employed as defined in Article III, Section 1, A.
- B. The Board of Directors shall be the governing board of the Association and shall have the authority to execute its responsibilities of meeting the purpose and objectives of the Association, of managing its finances, and of establishing necessary policies and procedures as the needs arise.
- C. Two of the six Directors shall be elected each year for a three-year term.

### Section 2. OFFICERS. The officers of this Association shall be:

- A. President. The President shall automatically succeed to the office after having served a one-year term as President-Elect. The President shall serve a one-year term and after having served one year, the President shall automatically succeed to the office of Immediate Past-President.
- B. President-Elect. The President-Elect shall automatically succeed to the office after having served a one-year term as Vice-President, and shall serve a one-year term.
- C. Vice-President. Any active or life member who is currently serving as a director or who has served a term as a director is eligible to be elected to the office of Vice-President, and shall serve a one-year term.
- D. Secretary. Any active or life member is eligible to be elected to the office of Secretary, and shall serve a one-year term.
- E. Treasurer. Any active or life member is eligible to be elected to the office of Treasurer, and shall serve a one-year term.

### Section 3. VACANCIES.

- A. If a vacancy occurs in the office of President, the Board of Directors shall appoint the President-Elect to the vacant position.
- B. If a vacancy occurs in the office of President-Elect, the Board of Directors shall appoint the Vice-President to the vacant position.

- C. If a vacancy occurs in the office of Vice-President, the Board of Directors may, at its discretion, appoint someone eligible to serve as Vice-President until such time as a regular or special election can be held to elect a Vice-President.
- D. If a Director vacancy occurs, the Board of Directors may, at its discretion, appoint someone eligible to serve as Director until such time as a regular or special election can be held to elect a Director.
- E. Appointees upon completing the term of their appointment shall continue to be eligible for reelection or for the next higher office as in the offices of President-Elect and Vice-President.

Section 4. SASD AFFILIATION.

- A. SDASBO shall be one of the parent associations which comprise the umbrella organization SCHOOL ADMINISTRATORS OF SOUTH DAKOTA.
- B. The Board of Directors of SDASBO shall select two members to serve on the SASD Executive Committee.
- C. For the year in which SDASBO is to designate the President-Elect and Vice-President-Elect of SASD, those officers will be elected by the membership of SDASBO.

Section 5. FISCAL YEAR. The fiscal year of SDASBO shall be July 1 – June 30

Section 6. COMMITTEES. The President may appoint any such committees as may be deemed necessary to carry out the purposes, objectives, and business of the Association.

## ARTICLE VI – MEETINGS

Section 1. ANNUAL MEETINGS. The Association shall conduct an annual spring conference meeting and an annual fall conference meeting. Both conference meetings shall be held at a time recommended by the Board of Directors and approved by a majority of those members voting at a regularly scheduled business meeting of the Association.

Section 2. SPECIAL MEETINGS. The President or a majority of the Board of Directors may call a special meeting of the Association.

Section 3. NOTICE OF MEETINGS. All members of the Association shall be notified of the annual conference meetings and any special meetings in the communication form consistent with current day means and technology.

Section 4. QUORUM. Twenty-five percent of the membership shall constitute a quorum for conducting any business of the Association at an annual or special meeting of the Association.

Section 5. BOARD OF DIRECTORS. The Board of Directors shall conduct meetings prior to the annual spring and annual fall conference meetings of the Association. The President or Board of Directors may call other meetings as deemed necessary to conduct the business and responsibilities of the Board of Directors.

#### ARTICLE VII – ELECTION

Section 1. Two (2) Directors and all officers except the President and President-Elect shall be elected at the annual spring conference meeting of the Association.

Section 2. The Immediate Past-President or a designee appointed by the President shall serve as Chairman of a Nominating Committee.

Section 3. Only nominations from the Nominating Committee or nominations from the floor shall be considered.

Section 4. In the event that the number of nominations exceeds the number of director vacancies an election will be held following the nominations and prior to the installation of officers at the annual spring banquet. Voting privileges will be extended to current ASBO members in attendance at the spring conference.

#### ARTICLE VIII – AMENDMENTS

Section 1. Any proposed amendments to the constitution by the membership shall be submitted in writing to the Board of Directors and shall be accompanied by the signatures of twenty (20) members. The Board of Directors shall:

A. Study the proposed amendments.

B. Supply a copy of the proposed amendments to each member of the Association not less than ten (10) days before the meeting at which voting will take place.

C. Submit the proposed amendments to a vote of the membership at their next meeting.

Section 2. The Board of Directors, with a majority approval, may propose amendments subject to the procedure of B and C of Section 1.

Section 3. A majority of the votes cast at an annual or special meeting of the Association shall be required for ratification of the proposed amendments.

## BY-LAWS

### ARTICLE I – RULES OF PROCEDURE

Roberts Rules of Order shall be followed in all business meetings.

### ARTICLE II – DUTIES OF OFFICERS

- Section 1. **PRESIDENT.** The President shall preside at all meetings of the general membership, serve as chairman of the Board of Directors, and conduct the business of the Association.
- Section 2. **PRESIDENT-ELECT.** The President-Elect shall assume the duties and responsibilities of the President in the absence of the President, and perform other duties assigned by the President and Board of Directors. The President-Elect shall serve on the Executive Committee of School Administrators of South Dakota unless the Board of Directors designates otherwise.
- Section 3. **VICE-PRESIDENT.** The Vice-President shall assume the duties of the President-Elect in his/her absence, and perform other duties assigned by the President and Board of Directors. The Vice-President shall serve on the Executive Committee of School Administrators of South Dakota unless the Board of Directors designates otherwise.
- Section 4. **SECRETARY.** The Secretary shall serve as Executive Secretary of the Board of Directors. The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings and shall submit copies of such records to the membership as directed by the Board of Directors. The Secretary shall keep a complete file of official correspondence of the Association.
- Section 5. **TREASURER.** The Treasurer shall keep a complete and accurate record of all financial transactions of the Association and shall submit copies of such records to the membership as directed by the Board of Directors.

### ARTICLE III – BOARD OF DIRECTORS

- Section 1. A majority of the Board of Directors shall constitute a quorum.
- Section 2. Vacancies on the Board of Directors shall be filled according to the provisions of Article V, Section 3 of the Constitution.
- Section 3. The Officers and Board of Directors shall conduct the business of the Association and between meetings shall speak for the Association.

## ARTICLE IV – BUDGET

- Section 1. The President and President-Elect shall be responsible for presenting a proposed budget to the Board of Directors prior to the close of the fiscal year.
- Section 2. The Board of Directors shall, by majority vote, approve the budget at their first meeting following July 1.
- Section 3. The proposed budget shall include line appropriations for reimbursing registration, transportation, and per diem expense incurred by the President-Elect to attend the annual ASBO International Leadership Conference and by the President to attend the annual ASBO International Convention, less any portion of the conference/convention expense paid by the resident school district of the President-Elect or President.

## ARTICLE V – REVISION OF BY-LAWS

All proposed revisions of the By-Laws shall be subject to the same procedure outlined for amendments in Article VIII of the Constitution.