

**CONSTITUTION  
FOR THE  
WISCONSIN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

**ARTICLE I**

**NAME:** The official title of this organization shall be "WISCONSIN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, hereafter referred to as the "Association."

**ARTICLE II**

- OBJECTIVES:**
1. To promulgate and establish the highest standards of ethics and efficiency in business methods and practices for schools, and to make these freely available to its members and the interested public.
  2. To cooperate with various School Administrators, Educational Associations and with Governmental Organizations, including Federal, State and instrumentalities of either, in developing and improving school business management and administration.

**ARTICLE III**

**MEMBERSHIP:**

Section 1. **CLASSES OF MEMBERSHIP:** The Association shall have the following classes of members: Active, Student, Honorary, Retired, and Service Affiliate. The designation of classes and the qualifications of the members of such classes shall be as follows:

- (a) **ACTIVE MEMBER:** Active members are District Professionals who perform functions in public and private schools in the state of Wisconsin. Active members may include college and university professors and instructors working in the school business management field and members of the state Department of Public Instruction. Active members shall be voting members and shall pay membership dues.
- (b) **STUDENT:** Student membership shall be open to Wisconsin college and/or university students enrolled in a school business administration program of study. Student members shall be non-voting members and shall pay membership dues.
- (c) **HONORARY:** Honorary membership shall be open to persons elected by the Board of Directors on an annual basis. Honorary

members shall be non-voting and shall not pay membership dues.

- (d) **RETIRED:** Retired membership shall be open to retired WASBO members. Retired members shall be voting members and pay membership dues. Retired Past Presidents shall not pay membership dues.
- e) **SERVICE AFFILIATE:** Service Affiliate memberships shall be open to individuals and firms commercially interested in the field of School Business Management. Service Affiliate members shall be non-voting and pay annual affiliate membership dues.

#### **ARTICLE IV**

**MEETINGS:** Section 1. A general meeting of the membership shall occur twice annually:

- (a) At the annual Joint State Education Convention and;
- (b) At the annual WASBO spring conference.

Section 2. Additional general membership meetings may be called by the Board for the dispatch of such business as may be deemed necessary. The entire organization shall be notified at least one month prior to the time of the meeting.

Section 3. Members present at the meetings shall constitute a quorum.

#### **ARTICLE V**

##### **BOARD OF DIRECTORS:**

Section 1. The Board of Directors of the Association shall consist of a President, a President-Elect, a Treasurer, a Past President, one appointed Service Affiliate Director, two appointed Directors and six elected Directors.

Section 2. The Executive Director shall attend Board meetings as a non-voting member.

Section 3. The Board of Directors of the Association shall also serve as the Board of Trustees for the WASBO Foundation.

Section 4. A simple majority of the filled seats on the Board shall constitute a quorum for Board meetings at which actions are to be taken.

## ARTICLE VI

### ELECTION OF BOARD MEMBERS:

- Section 1. Board members (with the exception of the Board Members appointed by the President, Article V, Section 1) will be elected each year in the spring by a process determined by the Board of Directors.
- Section 2. Succession in office applies to the positions of Past President, President, and President-Elect.
- Section 3. The President-Elect will be elected each year, while the Treasurer will be elected every third year from the nomination(s) received from the Nominating Committee or as a result of a write-in candidate's receiving the most votes. Nominees to the offices of President-Elect and Treasurer ~~must~~ be Active members who previously have been or currently are a member of the WASBO Board of Directors (with the exception of Service Affiliate Board Members) who will have completed their term at the time of taking the office of President-Elect or Treasurer.
- Section 4. Two Directors will be elected each year from nominations received from the Nominating Committee or as a result of write-in candidates' receiving a sufficient number of votes to be elected. The President will appoint one additional Director each year. Every third year this appointment will be a Service Affiliate Director.
- Section 5. The Nominating Committee shall oversee the nomination and electoral process.
- Section 6. There shall be no electioneering by/for a candidate for an office.
- Section 7. Newly elected Board members shall assume office on July 1st.

## ARTICLE VII

### TERM OF OFFICE:

- Section 1. The President-Elect, President, and Past-President shall hold office for a period of one year, commencing on July 1<sup>st</sup>, and shall be in succession of office each year.
- Section 2. The Treasurer and Directors shall hold office for three years.
- Section 3. Officers or Directors shall not be eligible to succeed themselves in the same office unless approved by a majority vote of the Board.

- Section 4. (a) In the case where the office of President is vacated, the President-Elect shall assume those duties for the balance of the year.
- (b) In the case where the offices of President, President-Elect and Past President are vacated, the Board shall appoint a President until the next election.
- (c) In the case of a vacancy in any office the President shall appoint someone to assume those duties for the remainder of the year. Vacancies to serve the balance of a term will be filled by election after succession at the following spring meeting.
- (d) In the event a member of the Board of Directors, including officers, elected or appointed as an Active member, no longer qualifies as an Active member of WASBO, the Director or officer shall resign from the Board. In the event the Service Affiliate Director no longer qualifies as a Service Affiliate Member, that Director shall resign from the Board. An Active board member who retires may finish the balance of their term.

#### **ARTICLE VIII**

##### **DUTIES OF BOARD MEMBERS:**

- Section 1. The President shall preside at all membership and board meetings, preserve order, and appoint members of the Board of Directors to the organization's committees.
- Section 2. It shall be the duty of the President-Elect to preside in the absence of the President. The President-Elect shall perform other duties as may be assigned by the President.
- Section 3. The Treasurer shall oversee all finances of WASBO. The Treasurer shall organize and present an interim report of the Annual Budget at the January WASBO Business Meeting and a report on the financial status of the organization and proposed budget at the Spring Meeting. These duties may be delegated to the Executive Director.

#### **ARTICLE IX**

##### **COMMITTEES:**

- Section 1. Standing Committees shall be established by the Board of Directors to support the legal functioning and continuous operation of WASBO. Establishing or dissolving a Standing Committee requires a two-thirds vote of the Board of Directors in support of the action. Standing Committees

shall be named in the WASBO Board Policies for the Wisconsin Association of School Business Officials

- Section 2. The President shall create Ad Hoc Committees, at the direction of the Board of Directors, for the purpose of realizing specific Association objectives, addressing defined Association issues, and researching specific Association concerns.

#### **ARTICLE X**

##### **EXECUTIVE DIRECTOR:**

- Section 1. The Board of Directors shall be responsible for hiring, evaluating, and directing the activities of an Executive Director for the Association.
- Section 2. Subject to the general direction of the Board of Directors, the Executive Director shall perform the duties as outlined in the position description.

#### **ARTICLE XI**

##### **AMENDMENTS:**

- Section 1. An amendment, in writing, shall be presented to the President by an Active member in good standing.
- Section 2. The President shall refer the amendment to the Constitution Committee for review, study and recommendation to the Board.
- Section 3. Any proposed amendment, after review by the Constitution Committee, and approval by the Board, shall be read, discussed, laid on the table and acted upon at the next regular business meeting of the organization. The second reading will be scheduled for the following business meeting of the organization and acted upon.

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