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## **Central Section**

### **BY-LAWS**

### **AND**

### **MANUAL OF PROCEDURES**

Amended by the CASBO Central Section Board of Directors July 22, 2004  
Amended by the CASBO Central Section Board of Directors May 3, 2007  
By-laws Adopted by CASBO Central Section Board of Directors March 5, 2010  
Amended by the CASBO Central Section Board of Directors May 6, 2011  
Amended by the CASBO Central Section Board of Directors May 3, 2013  
Amended by the CASBO Central Section Board of Directors August 29, 2014  
Amended by CASBO Central Section Board of Directors December 2, 2016



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## Central Section

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# CASBO Section Bylaws

California Association of School Business Officials – Central Section

Adopted by the Board of Directors of the California Association of School Business Officials on October 29, 2016.

Adopted by the Board of Directors of the California Association of School Business Officials – Central Section on December 2, 2016.

## Article I – Name, Affiliation and Purpose

### Section 1. Name of Section

The name of this section shall be the California Association of School Business Officials – Central Section, also known as the CASBO Central Section.

### Section 2. Affiliation

The CASBO Central Section is an integrated part of the California Association of School Business Officials, also known as CASBO. The CASBO Central Section is under the control of the CASBO Board of Directors, and shall abide with all provisions of the Bylaws and policies of CASBO, as well as the decisions of the CASBO Board of Directors. The CASBO Central Section shall take no action or approve any rule or policy that is inconsistent with or contrary to any law or regulation, or CASBO Articles of Incorporation, Bylaws, Manual of Procedures or action of the CASBO Board of Directors.

### Section 3. Purpose

The purpose of the CASBO Central Section shall be:

- (a) To support and promote the goals and objectives of CASBO as defined in the current, member-driven strategic plan.
- (b) To provide opportunities whereby individuals who work in the school business profession can meet about, discuss and study all phases of school business administration.
- (c) To support the improvement of schools in California, from the perspective of school business professionals, for the benefit of all students.
- (d) To assist in the effective and efficient operation of schools and school systems in California by facilitating the exchange of information and best practices among school business professionals about topics related to school business administration.

## Article II – Membership

### Section 1.

Membership in the CASBO Central Section shall consist of those persons and entities whose membership is in good standing with CASBO and who reside or are employed within the boundaries of this section.

## Article III – CASBO Central Section Officers, Duties and Qualifications

### Section 1. Officers

The officers of the CASBO Central Section shall be President, President-Elect, Secretary, and Treasurer, each of whom shall also serve as members of the CASBO Central Section Board of Directors.

### Section 2. Election of CASBO Central Section Officers

Once each year, a President-Elect, Secretary, and Treasurer shall be elected for a term of one year by the qualified section members, who are defined as the Individual and Honorary Life members of the Central Section who are in good standing with CASBO. At the close of the term of the President-Elect, he or she shall advance to the position of President. Terms shall begin at the close of the annual conference of CASBO. A majority vote of qualified section members participating in the election shall be sufficient to elect a person to take office, provided that a quorum of a majority of qualified section members cast ballots

in the election.

### Section 3. Duties of CASBO Central Section Officers

- (a) The President shall serve as chair of the section Board of Directors, preside at all section meetings, appoint members of section committees, serve as ex-officio member on all section committees, and generally ensure the successful operation of the section
- (b) The President-Elect shall assume the duties of the President when the President is absent and assist the President in ensuring the successful operation of the section.
- (c) The Secretary shall keep official records and minutes of each meeting of the section Board of Directors and maintain other records of the section, including correspondence.
- (d) The Treasurer shall promptly collect and deposit all section funds, approve and pay section bills, maintain itemized records of all receipts and disbursements of section funds, prepare monthly statements for presentation to the section Board of Directors, prepare an annual budget for the section, assist state CASBO with an audit of section funds and other duties associated with the successful operation of the section.

All officers are expected to develop, recruit and assist in retaining individual, organizational, and institutional memberships in CASBO.

### Section 4. Qualifications of CASBO Central Section Officers

Qualifications for the position of section President, President-Elect, Secretary, and Treasurer shall be as follows:

- (a) All officers shall be Individual Members or Honorary Life Members in good standing with the CASBO for a period not less than two years and not retired from school business.
- (b) All officers shall have at least one year of experience at the section or state level as a member of the Board of Directors, standing committee or professional council, or have exhibited active participation at the section or state level in other capacities.
- (c) All officers must live or work in the section at the time of their election.

### Section 5. Vacancies

A vacancy shall be deemed to have occurred in one or more of the following instances:

- (a) An officer is no longer eligible for membership in CASBO.
- (b) An officer resigns his or her position
- (c) The CASBO Central Section Board of Directors finds that the officer has abandoned the position by not attending two consecutive meetings of the Board or by failing to carry out the duties of the position.
- (d) An officer is removed from office by the CASBO Board of Directors.

Vacancies shall be filled by the CASBO Central Section Board of Directors for the remainder of the officer's term. In the case of the section President vacating his or her office, the President-Elect shall take office as President for the remainder of the original term and shall also serve the full term for which they were elected. The CASBO Central Section Board of Directors shall then call for an election to fill the position of President-Elect to cover that same time period.

## **Article IV - CASBO Central Section Board of Directors**

### Section 1. Composition

The Board of Directors shall consist of the four section officers, the immediate Past President, three Directors elected by section members, the member who is serving as the section director on the CASBO Board of Directors, one representative from each Professional Council strand and a non-voting liaison from the section's Associate Membership who is appointed by the Section President. Terms of board members shall be for a period of one year, except that the term of the section director who is serving on the CASBO Board of Directors will be for the duration of his or her term on the CASBO Board of Directors, the term of the Professional Council Chair shall be for three years and the term of the non-voting liaison from the section's Associate Membership shall be for three years. Terms shall begin at the close of the annual conference of CASBO.

### Section 2. Election of CASBO Central Section Board of Directors

The four board members who are not officers of the section shall be elected annually by the Individual and Honorary Life members of the section who are in good standing with CASBO. Provided that a quorum of a majority of the qualified section members cast ballots in an election, a majority vote of those members shall

be sufficient to elect a person to the CASBO Central Section Board of Directors.

The Professional Council Chairs and Associate Member Liaison are appointed by the Section President prior to or during the year of a vacancy.

### Section 3. Duties of CASBO Central Section Board of Directors

- (a) Meet regularly at the call of the section president.
- (b) Approve an annual budget for the section.
- (c) Approve all expenditures incurred by the section.
- (d) Approve an annual schedule of events for the section.
- (e) Assist the section president with the appointments to section committees and professional councils.
- (f) Assist with the general operation of the section, including individual assignments and tasks, arranging programs or meetings, developing communications with members, etc.
- (g) Select for the following term the Associate Member who will be a member of the Board of Directors.
- (h) Ratify section committee and professional council appointments made by the section president.
- (i) Fill vacancies as provided in these bylaws and the bylaws of CASBO.
- (j) Develop, recruit and assist in retaining individual, institutional, and associate memberships in CASBO.
- (k) Ensure that a member election is held annually to elect section officers and every three years to elect a section director to the CASBO Board of Directors.

### Section 4. Qualifications of CASBO Central Section Board of Directors

Members of the CASBO Central Section Board of Directors shall be Individual Members or Honorary Life Members in good standing with CASBO and not retired from school business unless serving on the Board as the representative of the Retiree Profession Council. Associate members must also be in good standing with CASBO.

### Section 5. CASBO Central Section Board of Directors Rules of Order

- (a) The standing authority for meetings of the CASBO Central Section Board of Directors shall be *Robert's Rules of Order*.
- (b) A majority of the members of the CASBO Central Section Board of Directors shall constitute a quorum sufficient for the transaction of business
- (c) Decisions made by the CASBO Central Section Board of Directors shall be made by a majority vote of those members present.

### Section 6. Vacancies

A vacancy shall be deemed to have occurred on the CASBO Central Section Board of Directors in one or more of the following instances:

- (a) A member is no longer eligible for membership in CASBO.
- (b) A member resigns his or her position
- (c) The CASBO Central Section Board of Directors finds that the member has abandoned the position by not attending two consecutive meetings of the Board.
- (d) A member is removed by the CASBO Board of Directors.

Vacancies shall be filled by the CASBO Central Section Board of Directors for the remainder of the member's term.

## **Article V - CASBO Central Section Committees and Professional Councils**

The CASBO Central Section Board of Directors shall adopt a structure of standing committees, professional councils, and ad-hoc committees to ensure CASBO member involvement and input into the section and to CASBO on issues of interest to school business professionals.

### Section 1. Qualifications of section committee and professional council members

Membership on section standing committees, professional councils, and ad-hoc committees, including

chairs and assistant chairs, shall be reserved for individuals whose membership is in good standing with CASBO and who reside or are employed within the boundaries of this section.

#### Section 1.2 Section Professional Council Chairs

The Section President will appoint the chairs of section professional councils. Part of each chair's responsibilities will include serving as a section representative to the corresponding CASBO professional council in addition to being a member of the section Board of Directors. The term of each section professional council chair will be for three years. The schedule of section professional council chair appointments will coincide with the need at the state level to ensure that no more than one-third of the members of state professional councils are appointed in the same year.

#### Section 1.5 Section Affiliations

CASBO members self-identify the section of which they are a member, which may be the section in which they live or work. Members may change their section affiliation annually within 30 days following their membership renewal date.

#### Section 2. Associate Members

Associate members are valuable partners in carrying out the mission of CASBO. The CASBO Central Section will seek to involve associate members in the ongoing activities of the section, including participation on section committees and professional councils. The section board may seek the input of the state CASBO Associate Member Committee when considering associate member appointments to section-level committees and private sector involvement in CASBO events. The Section President may appoint an assistant liaison from the section's Associate Membership, the term of which shall be for three years with the duties being specified by the section.

### **Article VI – General**

CASBO is a member-driven professional organization. Non-members who are eligible for CASBO membership are encouraged to join CASBO in order to receive the benefits of membership. Non-members are not allowed to serve on committees or professional councils, or hold office or other leadership positions within CASBO or within this section. Non-members may be invited to attend meetings of committees or professional councils on a limited basis (no more than two meetings) with the intent that they will gain an understanding of the benefits of CASBO membership and join the organization. Non-members, including those who are eligible for Associate Membership, will be allowed to attend section and state-level professional development programs and activities, but only at a non-member rate or fee. This section will have differentiated rates for members and nonmembers; 25 to 35 percent more for non-members to attend section events and 35 to 50 percent more for non-member associates who participate in trade show related activities. Only Associate Members in good standing may sponsor CASBO events at the section or state level.





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## **Central Section**

### **MANUAL OF PROCEDURES**

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## **BOARD OF DIRECTORS AND ADMINISTRATION**

The Board of Directors of Central Section CASBO shall consist of four section officers: President, President-Elect, Secretary and Treasurer and other positions of: Immediate Past-President, Director I, Director II, Director III, State Director serving on the CASBO Board of Directors, one representative from each Professional Council strand and the non-voting Associate Member Liaison.

Election to the Board of Directors and chair rotation shall be regulated as defined in Article IV of the CASBO Central Section By-Laws and amended by the Manual of Procedures to reflect that each position will advance to the next consecutive position as follows: Director III, Director II, Director I, Secretary, President-Elect, President, Immediate Past President, each serving a one-year term. The positions of Treasurer, State Director, Associate Member Liaison, Assistant Associate Member Liaison and Professional Council Chairs will serve three-year terms.

Other non-voting representatives to the Central Section Board of Directors shall consist of Assistant Associate Member Liaison and State Committee Representatives for Central Section.

If a member or representative to the Central Section Board of Directors must vacate their position prior to the end of their term, the appointed replacement shall complete the term of the vacant position.

The Board of Directors shall determine policies and activities of the Section, approve an annual budget, ratify all bills for payment, advise the President regarding the appointment of committees, and provide for the general management of the Section.

The Board of Directors shall meet regularly at the call of the President. A majority of the Board of Directors shall constitute a quorum for the transaction of any or all business. If an officer fails to attend three successive meetings of the Board of Directors, the office shall be declared vacant at the fourth meeting.

The Board of Directors shall plan and provide meetings annually for the Central Section membership. These may be as follows:

- Summer Meeting (July/August)
- Fall Meeting (September/October)
- Annual Fall Conference (September/October)
- Winter Meeting (December)
- Annual Conference (March/April)
- Spring Meeting (May)

The President will annually submit to the Board the annual budget for all meetings and events for discussion and approval.

The Board allows reimbursement for travel expenses to Board Meetings for the Retiree Professional Council Chair and Board Members travelling over 200 miles when the member district does not support the expense. The President has the discretion to approve lower levels on a case by case basis.

## **PRESIDENT**

As executive officer of Central Section CASBO, the President shall:

1. Assume this duty after Annual Conference and no later than July 1.
2. Plan and preside over all Board meetings.
3. Preside over all section events and workshops.
4. Appoint all committee chairs and serve as ex-officio member of all committees.
5. Call special meetings when needed.
6. Enforce the By-laws.
7. Call for and review reports as required.
8. Serve on State Committees as assigned.
9. Annually provide CASBO with roster of Section Board of Directors and Officers.
10. Prepare and distribute meeting agendas to the Section Board of Directors.

The President is also responsible for the following duties and timeline:

### October/November

1. Request nominations for Honorary Life and Honor Roll for the State Awards Committee and submit nominations to the State Awards Committee.

### January - March

1. Appoint the nominating committee consisting of the Immediate Past President as Chair, and the two most recent Past Presidents that are active members of Central Section for any open Board positions for the coming year.
2. Contact the Awards Committee Chair to request names of people who are retiring and are eligible for service awards.
3. Review with Board the roster of Associate Members and solicit suggestions for appointment of the Associate Member Liaison and the Assistant Associate Member Liaison as needed.
4. Coordinate with the Nominating Committee Chair presentation and/or introduction of the nominees for the coming year and hold the election of officers.
5. Coordinate with the President-Elect to submit new Professional Council Chairs and a recommendation for Associate Member Liaison and Assistant Associate Member Liaison for the coming year to the Section Board for approval.
6. Order Plaques/Certificates of Appreciation for all Board members and Professional Council Chairs to be distributed at Spring meeting.

### May

1. Calls May meeting to order, presents President-Elect with gavel plaque.
2. Presents Plaques/Certificates of Appreciation to ongoing/outgoing Board members and Professional Council Chairs.
3. Turns remainder of meeting over to President-Elect to introduce new officers for the year and to complete Spring meeting.

### June

1. Submit written Annual Report of Section activities and financial statement to the State Board of Directors.

## **PRESIDENT-ELECT**

As the second highest officer of Central Section, the President-elect shall:

1. Assume this duty after Annual Conference and no later than July 1.
2. Assume the duties of the President in the absence of the President.
3. Maintain liaison between the Central Section Board and the Professional Council Committees.
5. Responsible for updating and distributing revisions to the Central Section Manual of Procedures.
6. Chair the Central Section Spring Meeting.

The President-Elect is also responsible for the following duties and timeline:

### November/December

1. Confirm luncheon speaker for the Spring meeting if planned.
2. Confirm topics and presenters with Professional Council Chairs and determine needs for audio visual equipment/special room set-up.
3. Order audio visual equipment, if necessary.

### January - March

1. Coordinate with the President to submit new Professional Council Chairs and a recommendation for Associate Member Liaison and Assistant Associate Member Liaison for the coming year to the Section Board for approval.
2. Coordinate with the President to submit new Professional Council Chairs and a recommendation for Associate Member Liaison and Assistant Associate Member Liaison for the coming year to the Section Board for approval.

### April/May

1. Provide Central Section Manual of Procedures to all Board Members and Professional Council Chairs, as needed.
2. Confirm meeting date and venue for Spring Meeting and notify all Board Members approximately six weeks prior to meeting.
3. One week prior to Spring Meeting confirm meeting date and venue with Section President
  - a. Confirm lunch count and room set up with meeting facility as required.
  - b. Arrange with Treasurer to have check for meeting facility and lunch.
4. Remind Professional Council Chairs of the Summer State Board meeting presentation of the following year's Annual Conference Sessions.
5. Make arrangements for meeting sites for next year's meetings where necessary.
6. Invite the following year's Professional Council Chairs or any incoming position to the Central Section May meeting.
7. Prepare the agenda for the Spring reorganizational meeting.

## **SECRETARY**

As the third highest officer of Central Section, the Secretary shall:

1. Assume this duty after Annual Conference and no later than July 1.
2. Act as the recording Secretary at all Central Section Board meetings and Section meetings.
3. Maintain complete and accurate minutes of all regular and special meetings of the Board of Directors and Section meetings.
4. Read all documents and correspondence.
5. Conduct and record all official correspondence for the Board of Directors.
6. Prepare, maintain, and distribute to the Board of Directors e-mail list of Central Section Members.
7. Maintain contact information for Section Associate Members and non-members that support Section Events.
9. Maintain contact information of key personnel in Central Section County Offices.
10. Obtain mailing list from Section President.
11. Distribute the minutes of each meeting of the Board of Directors within two weeks of the meeting.
12. Provide other services as deemed necessary by the President, including the Distribution of meeting notices.
13. Notify State CASBO of all event and meeting dates.

The Secretary is also responsible for the following duties and timeline:

### June

1. Give the past year agendas and minutes to the Treasurer for retention.

## **TREASURER**

As the fourth highest officer of Central Section, the Treasurer shall:

1. Be elected to the office for a term of three years and shall assume this duty after Annual Conference and no later than July 1.
2. Prepare annual budget with input from President for Board of Directors approval.
3. Collect all monies, including all workshops, and promptly deposit them into the Central Section account.
4. Pay all approved bills.
5. Keep itemized account of all receipts and disbursements.
6. Prepare financial statements for each regular Board of Directors meeting.
7. Have financial reports ready for inspection by the President and Board of Directors and for Auditor after year-end closing.
8. Serve as Section Historian and maintain copies of meeting minutes and financial statements, as well as other necessary records for a period of seven years.
9. Staff meeting registration table for all Section meetings and conferences.

The Treasurer is also responsible for the following duties and timeline:

### May

1. Prepare and submit a proposed budget for the coming year with input from new President and submit to the Board of Directors for review.
2. Obtain bank signature cards to transfer authorization to the next Treasurer, at the end of elected term.

### June

1. Close financials in preparation for the Audit and transfer needed information to the Auditor at State CASBO.
2. Maintain Board agenda and minutes, received each year from outgoing Secretary. These items are to be retained for a total of seven years.

## **DIRECTOR I**

As the highest ranking director of Central Section, Director I shall:

1. Shall assume this duty after Annual Conference and no later than July 1.
2. Responsible for planning one Central Section meeting: Fall Conference.
3. Responsible to oversee the activities of Professional Councils as assigned by the President and serve as a liaison to the Professional Council Chair(s) as needed.

Director I is also responsible for the following duties and timeline:

### May/June

1. Meet with assigned Professional Council Chairs to map out topics and presenters for Fall Conference and meet with Associate Member Liaison to maximize vendor tables for the Fall Conference. (See Exhibit A)
2. Complete meeting flyer to be distributed approximately six weeks prior to meeting.
3. Confirm meeting facilities, secure room assignments, and select luncheon menu.
4. Confirm speaker(s) for the Fall Conference meeting.
5. Confirm topics and presenters with assigned Professional Council Chairs to determine needs and assist in securing audio visual equipment/special room set-up (See Exhibit A).

### September

1. One week prior to Fall Conference confirm meeting date and venue with Section President
  - a. Confirm lunch count and room set up with meeting facility as required.
  - b. Arrange with Treasurer to have check for meeting facility and lunch.

## DIRECTOR II

As the second highest Director of Central Section, Director II shall:

1. Assume this duty after Annual Conference and no later than July 1.
3. Responsible for planning one Central Section meeting: Winter Meeting Luncheon.
4. Responsible to oversee the activities of Professional Councils as assigned by the President and serve as a liaison to the Professional Council Chair(s) as needed.

Director II is also responsible for the following duties and timeline:

### September

1. Meet with assigned Professional Council Chairs to map out topics and presenters for Winter Meeting Luncheon if needed and meet with Associate Member Liaison to maximize vendor tables for the Winter Meeting Luncheon.
3. Confirm luncheon speaker for the Winter Meeting Luncheon.

### October/November

1. Invite potential new members to attend Winter Meeting Luncheon.
2. Complete meeting flyer approximately six weeks prior to meeting.
3. Confirm speaker for the Winter Luncheon Meeting.
4. Confirm topics and presenters with assigned Professional Council Chairs, to determine needs and assist in securing audio visual equipment/special room set up if needed. (See Exhibit A)
5. One week prior to Winter Meeting Luncheon confirm meeting date and venue with Section President
  - a. Confirm lunch count and room set up with meeting facility as required.
  - b. Arrange with Treasurer to have check for meeting facility and lunch.



## **DIRECTOR III**

As the first year Director of Central Section, Director III shall:

1. Assume this duty after Annual Conference and no later than July 1.
2. Responsible for planning one Central Section meeting: Job-A-Like/Mid-Year Conference
3. Responsible to oversee the activities of Professional Councils as assigned by the President and serve as a liaison to the Professional Council Chair(s) as needed.

Director III is also responsible for the following duties and timeline:

### November - February

1. Complete meeting flyer to be mailed approximately six weeks prior to the meeting.
2. Meet with assigned Professional Council Chairs to map out topics and presenters for the Job-A-Like/Mid-Year Conference Central Section meeting.
3. Confirm meeting facilities, secure room assignments, and select luncheon menu.
4. Confirm speakers for the Job-A-Like/Mid-Year Conference meeting.
5. Confirm topics and presenters with Professional Council Chairs to determine needs and assist in securing audio visual equipment/special room set-up. (See Exhibit A)
6. One week prior to Job-A-Like confirm meeting date and venue with Section President
  - a. Confirm lunch count and room set up with meeting facility as required.
  - b. Arrange with Treasurer to have check for meeting facility and lunch.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall:

1. Advise the Board of Directors.
2. Maintain Central Section Web Site, including Board Member List, events, and historical listing of Past President, Member of the Year, Associate Member of the Year, Scholarship Winner
3. Chair the Section Nominating Committee.
4. Chair the Scholarship Award Committee.

The Immediate Past President is responsible for the following duties and timeline:

### October

1. Solicit nominations for Member of the Year and Associate Member of the Year awards. Prepare electronic ballots to be sent to the Board of Directors for Member of the Year and Associate Member of the Year awards.
2. Order Member of the Year and Associate Member of the Year acrylics to be awarded at Winter Meeting Luncheon.

### November - February

3. Coordinate with President for any open Board positions for the coming year and prepare electronic ballots to be sent to section members if necessary.
2. Send Pat Kraft Memorial Scholarship Application to all Central Section members.
3. Have Scholarship Committee read applications and recommend scholarship recipients to the Board of Directors at the Spring meeting.

### May

1. Obtain plaque and gift for the outgoing President for presentation at Spring Meeting.
2. Notify the Scholarship recipients after the Spring meeting and complete certificates to be awarded at the CASBO Central Section Fall Conference meeting each year.

## **SECOND PAST PRESIDENT**

As the second past executive officer of Central Section, the Second Past President shall:

1. Serve as a member of the Central Section Scholarship Award Committee.
2. Serve as a member of the Central Section Nominating Committee.
3. Assist the Immediate Past President as necessary.

## **THIRD PAST PRESIDENT**

As the third past executive officer of Central Section, the Third Past President shall:

1. Serve as a member of the Central Section Scholarship Award Committee.
2. Serve as a member of the Central Section Nominating Committee.
2. Assist the Immediate Past President as necessary.

## **APPENDIX A CEREMONIAL PROTOCOL**

In order to provide consistency and fairness in matters of the expression of appreciation to those members in CASBO Central Section who give of their time and energy by serving as Professional Council Chairpersons and Board Members, the Board of Directors, this 27th day of May, 2004 hereby revised the following protocol:

1. Professional Council Chairpersons shall at the end of the year of office receive from the Central Section President a certificate of appreciation.
2. Directors I, II, & III shall each receive a certificate as described above plus a gift from the Section President of not to exceed \$50.00.
3. Treasurer shall receive a certificate as described above plus a gift from the Section President of not to exceed \$50.00.
4. Secretary and President-Elect shall each receive a certificate as described above plus a gift from the Section President of not to exceed \$50.00.
5. President (Incoming) shall receive the presidential gavel plaque from the outgoing president.
6. President (Outgoing) at the end of the year of office shall receive from the Central Section Immediate Past President a certificate of appreciation. In addition, the President shall receive a gift from the Immediate Past President valued at not to exceed \$150.00 at his/her option. Further, on the last night of office, the President may host a dinner for the Board of Directors of CASBO Central Section.
7. Immediate Past President shall at the end of the year of office receive from the Central Section President a certificate of appreciation.

The above described appreciation gifts are a guideline for the Central Section Board subject to slight modification by outgoing President. All expenses for the foregoing shall be borne by CASBO Central Section.



## **Central Section**

### **MANUAL OF PROCEDURES**

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## **INTRODUCTION**

As a Section Professional Council Committee Chair, you have the responsibility to provide the leadership and direction for your Committee. Because of your appointment as a Section Chair, you are assigned as the Central Section Representative to the CASBO State Professional Council Committee with the expectation to attend the state committee meetings or send a representative from your committee in addition to being a member of the Central Section Board of Directors.

Through your attendance at these meetings and by utilizing the material in this Manual of Procedures you will be provided with the basic knowledge you need to provide leadership and direction for your Committee.

In addition to the role you play within the state organization, you have certain responsibilities in relationship to section activities. These will focus primarily on the Annual Fall Conference held in September or October and secondarily with the presentation of a mini-workshop at a regular Central Section meeting or throughout Central Section. Charges for all meetings will be established annually by the Board.

Technically speaking, every Section member has automatic access to membership in any Professional Council Committee(s) of interest. Practically speaking, however, it is your responsibility as Chair of this Committee to actively recruit and select membership in the committee.

This section of the Central Section Manual of Procedures is designed to assist you in your role as Chair of a Central Section Professional Council Committee.

## **PROFESSIONAL COUNCIL COMMITTEE CHAIRS**

Duties and responsibilities:

1. Serve as chairman of the Professional Council Committee for a minimum of three years. Train your replacement during the last year you will serve as chairman.
2. Direct the activities of Section Professional Council Committee by planning one or more seminars for the Central Section and also for the annual state conference.
3. Encourage Professional Council committee members to submit CASBO journal articles for publication.
4. Attend State Professional Council committee meetings. Coordinate section activities with the State Professional Council Committee.
5. Establish an assistant chair if feasible. Have this person represent the section at one or more of the State Professional Council committee meetings as your alternate.
6. Plan and direct workshops as approved by the Board of Directors.
7. Attend Central Section Board of Directors meetings. In May, Committee Chairs are invited to attend the Board of Directors meeting to provide a recap of the current year projects and number of meetings held.
8. Organize meetings of your Professional Council area.
9. Perform other functions for the section as assigned by the Board of Directors or the President.
10. Submit a report that reviews the activities of the past year and projects the activities for the following year at the last section meeting of the year.

# **PROFESSIONAL COUNCIL COMMITTEE ORGANIZATION**

## **Recommended Qualifications**

In appointing the Professional Council Chairperson, consideration is given to technical ability, leadership and organizational qualities, participation, and tenure on the Committee.

## **Appointment of Chair**

Annually during the month of January to March the Section President-Elect will, if necessary, contact the Chair of each Professional Council Committee to obtain a recommendation for the Chair for the next term. It is possible to appoint a Co-Chair to share the burden of directing committee activities. The term of office is three (3) years. When there is an Assistant Chairperson, he/she is appointed as the new chairperson.

Careful consideration should be given by each Committee when recommending the Chair as the individual in that position must have the technical ability, leadership, and organizational qualities as well as interest in the Committee's success.

After receipt of the recommendations, the Section President-Elect in coordination with the President makes the appointment for the coming year and notifies the CASBO state office of the Professional Council Chair appointment.

## **Committee Organization**

It is recommended that each Committee consist of the Committee Chair, Assistant Chair, and a Secretary. In addition, the Committee itself must make a determination on the appropriate number of members for the Committee.

## **Board Liaison**

The Section Directors are the Board's liaison with the section Professional Council committees. If a Committee Chair needs additional information or wishes to make a presentation to the Board, the Chair should go through the appropriate Director.

The Professional Council Committee structure is the very strength and core of CASBO due to the grass roots nature of involvement at this level. The success of these committees is paramount to the success of Central Section and to CASBO in the recruitment of committee members, meeting logistics, and research projects. Committee coordination will be divided among the three Directors by the President at the Spring meeting.

## **Project Selection**

Professional Council projects shall:

- Have general application to some phase of school business service operations.
- Contribute toward increased efficiency and economy in California school business management.
- Contribute toward the staff development of school business management personnel.

Section project written reports may be released with a CASBO endorsement which allows the use of the CASBO name, only with prior Board of Review recommendation and State Board approval.

### **Annual Fall Conference Participation**

Annually, Central Section presents a Fall Conference during the month of September or October. It is a responsibility of each Section Professional Council Committee to develop a presentation, and/or be prepared to present, for that conference. The material presented may be a sub-part of that scheduled to be presented at the Annual Conference or it can be entirely different material.

#### **Fall Conference Chair**

The Director I will Chair this conference. During the month of June or July, Committee Chairs are contacted by the Director I and asked to begin the basic preparation for the coming year's Fall Conference.

#### **Fall Conference Informational Form**

Included within this section of the manual you will find Exhibit A which is the Preliminary Program and Budget Request which is to be completed by September 1.

### **Workshop Expenses**

In relation to the Fall Conference, or elsewhere, any mini-workshops that are presented by Professional Council Committees, it is the Board's intention that expenses be minimized so that the fee charged to the participants can be set as low as possible to encourage greater participation. It is not the intent of the Board to put on the workshops to greatly enhance the income of the section. These workshops should either break even or make a small profit. The ultimate goal is to provide a service to our membership. With this in mind, the following general guidelines should be followed:

#### **Presenter Expense**

Whenever possible, Professional Council Committees should look to our own resources for workshop presenters. If it is found that an outside presenter is more desirable, every attempt should be made to keep the cost to a minimum. If possible, the Committee should attempt to bring in outside presenters who support CASBO, and will accept reimbursement of their expenses and/or a small honorarium. CASBO members will be paid expenses only.

It is intended that any presenter who is a member of CASBO will register for the workshop and will be reimbursed for the workshop materials for participants. Any exception to this provision must be approved by the Central Section Board of Directors.



### **Materials and Supplies Expenses**

Every attempt should be made to minimize the total cost of materials and supplies to be utilized at the workshop. The Committee should request reimbursement for the full expense of reproducing materials that are handed out at sessions. If a presentation is made in conjunction with a State committee, the Section Committee Chair should obtain partial funding for the materials from the State committee.

### **Reimbursement of Expenses**

It is the responsibility of the Professional Council Chair to present invoices to the Workshop Chair within ten days of the Workshop date. All Professional Council Committee expenses must be within the original budget approved by the Workshop Chair.

The above guidelines are not intended to discourage any Committee from using outside presenters or from the development of workshop materials. The cost of such workshop materials can be amortized back to the participants only when known by the Workshop Chair.

If the Workshop Chair feels that a budget request in relation to a presentation is beyond the means of the workshop resources, it is the responsibility of that Chair to present this information to the Central Section Board for a final decision.

The Board may approve budget requests exceeding \$250.00. However, the Board may determine if attendance at the session is limited in interest and/or number, that a separate registration fee be required for that session only to cover the total costs of the session.

### **Mini-Workshop Presentations**

The Board encourages all Professional Council Committees to make presentations in the form of mini-workshops. To this end, the Professional Council Committees will be assigned to Directors who are responsible to assist in planning and presenting a general membership meeting each year. It is expected that at least two of the assigned Professional Council Committees will present a mini-workshop to emphasize to the Section membership the value of participation, professional growth, and membership in Central Section CASBO.

If all the Professional Council Committees wish to make presentations and facility and timing logistics allow, the membership draw for meeting participation would be maximized.

### **Approval**

If a Professional Council Committee is assigned or wishes to make a mini-workshop presentation, the Chair should contact the President. All presentation requests should be made to the Board at least three months prior to the date of the scheduled general membership meeting. The Professional Council Committee Chair should use the form included in this section as Exhibit A to organize the presentation of the mini-workshop to the Board.

**Setting of Fee**

It is the Board's intent that all costs related to mini-workshops be recovered. When setting the fee for a mini-workshop, it is the responsibility of the Seminar Chair to anticipate the number of participants that will be involved in the mini-workshop and then set the fee to recover the cost of any out-of-pocket expenses, including speaker costs, materials, and coffee during registration and/or break.

In establishing the cost for the luncheon, the actual cost of the luncheon including tax and tip plus 15 to 20% to defray the cost of a luncheon speaker, if necessary, and the facility fee must be considered. Additionally, CASBO members will receive a discounted registration fee as compared to Non-CASBO member registration fees.

**Registration**

The Assigned Board member (See Exhibit A) is to prepare and distribute the necessary registration forms approximately six weeks prior to the meeting.

**Facility Request/Room Set-Up**

It is the responsibility of the Professional Council Chair to contact the Workshop Chair four weeks prior to the presentation to request the necessary facility and room set-up. It is the responsibility of the Workshop Chair and not the Professional Council Committee Chair to make these arrangements.

**Presentation Content**

It is the responsibility of the Professional Council Chairs to ensure that there is no infringement on copyright(s) without obtaining approval from the appropriate source and noting same as a part of the presentation and/or related documents.

**Budget**

Each Professional Council committee has an annual operating budget as determined annually by the Board of Directors to be used at its discretion. Requests for additional funds will be considered by the Board on an individual basis. Receipts or appropriate documentation is required to obtain reimbursement from this budget.

The intended use of the budget is to first support the needs of the Council and promote the growth and involvement of Council Members. That can include payment of travel expenses for meetings of trips over 200 miles when the district does not pay for the trip. The budget can also be used to support workshop expenses for promotional items and incentives to attendees.

**EXHIBIT A**

**CASBO CENTRAL SECTION**

**PROFESSIONAL COUNCIL  
COMMITTEE  
PROGRAM , EQUIPMENT AND  
BUDGET REQUEST**

Professional Council Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ ( ) \_\_\_\_\_

CASBO Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Program Title: \_\_\_\_\_

Subject Description: \_\_\_\_\_

Speaker Name(s) & Title(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Budget Request (ALL REIMBURSEMENTS REQUIRE PRIOR APPROVAL):**

Speaker Honorarium \$ \_\_\_\_\_

Expenses \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**REQUIRED MEDIA EQUIPMENT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above information will be used for publicity, room and equipment arrangements and to program the plan. If there are any changes please contact \_\_\_\_\_



## **Central Section**

### **MANUAL OF PROCEDURES**

#### **SECTION III STANDING COMMITTEES AND SPECIAL APPOINTMENTS**

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## **ASSOCIATE MEMBER LIAISON**

As the primary link between the Central Section Board, Associate Members and the State Associate Member Committee (AMC), the Associate Member Liaison shall:

1. Be selected from the Central Section's Associate Members and be appointed by the Board of Directors for a period of three years and shall assume this duty after Annual Conference and no later than July 1.
2. Serve as liaison between the Section Board of Directors and the Associate Members.
3. Represent the Section on the State Associate Member Committee (AMC).
4. Assist in recruitment of Associate Members.
5. Assist to arrange, organize, and manage the Bob Reeves Scholarship process in coordination with Central Section Board.
6. Solicit attendance of Associate Members for all Section Meetings.
7. Assist the Board of Directors with names of possible future candidates for Assistant Associate Member Liaison.
8. Participate on Vendor Show Committee.
9. Take an active role in assisting the Section in the recruiting for vendor table sponsors of all Central Section events.
10. Report to the Board on the activities of the AMC.
11. Perform any other duties as may be assigned by the Section President.

## **ASSISTANT ASSOCIATE MEMBER LIAISON**

As the secondary link between the Central Section Board and Associate Members, the Assistant Associate Member Liaison shall:

1. Be selected from Central Section's Associate Members and be appointed by the Board of Directors for a period of three years and shall assume this duty after Annual Conference and no later than July 1.
2. Assist the Associate Member Liaison as required.
3. Represent the Section on the State Associate Member Committee (AMC) in absence of Associate Member Liaison.
4. Assume the duty of the Associate Member Liaison in their absence.
5. Serve on the Vendor Committee.
6. Provides the Board of Directors with names of possible future candidates for Assistant Associate Member Liaison.
7. Will become Associate Member Liaison at completion of this term.

## **AWARDS COMMITTEE**

### COMPOSITION

Chairman -	Immediate Past President
Members -	Nominating Committee

### Purpose

To encourage the career ladder of Central Section School Business Services Division Personnel.

To encourage the professional growth of Central Section School Business Services Division Personnel through the annual award of the Pat Kraft Memorial Scholarship(s) annually providing for the professional development of other business office personnel.

Scholarship notices and applications to be sent to general membership in December and be awarded at the Spring meeting each year.

To submit names of retiring or recently retired CASBO members to the State Board for recognition.

To recommend name(s) to the Central Section Board of a CASBO member eligible for Honorary Life Membership as a recommendation to the State Board.

To recommend Section members eligible for Certificates of Appreciation to the Section Board.

## **NOMINATING COMMITTEE**

### COMPOSITION

Chairman - Immediate Past President

### Purpose

To work in coordination with the President & President-Elect for solicitation of nominees from the Central Section membership, the balloting process and ballot canvassing, and preparation of the results for presentation to the Board.

To recommend to the Section Board candidate(s) for State Office, as directed by the President.

To recommend to the Section Board and the membership the names of members to fill vacancies on the Section Board.

## **CENTRAL SECTION STATE DIRECTOR**

As the elected representative of the association serving on the state board, the director shall:

1. Serve as a member of the State Board of Directors
2. Serve as a member of the standing committees as assigned by the state
3. Serve as a liaison to designated state committees as assigned by the state
4. Serve as a section liaison, providing a vital communication link for the section membership by:
  - Must attend central section meetings and report state activities to the Central Section board and membership, informing the section membership of the strategic plan, legislative issues, Annual Conference and other organizational issues.
  - Serving as a resource person to the section board offering assistance to the section president for meeting planning, activity coordination, membership activities, and other similar functions.
  - Assisting section boards in their local strategic planning efforts and in their incorporation of the state strategic planning efforts at the section level.
  - Reviewing section by-laws and procedures and identifying for discussion with section boards areas of possible conflict with state by-laws and the Manual of Procedures, e.g. timeline, appointments, and other similar items.
5. Performs other responsible functions for the state association as assigned by the President or Board of Directors.





## Central Section

### MANUAL OF PROCEDURES

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# **PAT KRAFT MEMORIAL SCHOLARSHIP**

## **Introduction**

Pat Kraft was an active member in CASBO Central Section, serving at all levels of Section Board of Directors, including CASBO Central Section President. Pat was also active in Accounting and Financial Professional Councils, serving on various committees and giving workshop presentations. Pat was always willing to share information and point members in the right direction if he could not assist them. Pat's smile and great attitude were always shining in CASBO Central Section.

## **Guidelines**

The California Association of School Business Officials (CASBO) Central Section is offering scholarship(s) to any public school employee(s) undertaking a professional development plan leading to the position of Chief Business Official or a management or supervisory position within the Business/Support Services of a public school district or county office of education in California. Applicants must be employed by a public school district or county office of education within CASBO Central Section which is comprised of the following counties: Calaveras, Fresno, Kings, Kern, Madera, Mariposa, Merced, San Luis Obispo, Stanislaus, Tulare, and Tuolumne Counties.

## **Goal**

The goal is to encourage public school employees to seek training that leads to a position as Chief Business Official or a management or supervisory position within the Business/Support Services of a California public school district or county office of education. We believe this will help to alleviate a potential shortage of qualified applicants to manage the complex operations and business of our public schools. To this end, we intend to annually award at least one scholarship to a person or persons whose goal it is to become the Chief Business Official and at least one scholarship to a person or persons whose goal is to attain a management or supervisory level position within the Business/Support Services.

## **Program**

1. Full tuition up to \$1,000.00 to attend an approved Certification Program in an area that CASBO has a standing Professional Council.
2. Up to \$1,000.00 to be used for tuition in an approved program in school business management or K-14 education related field offered by an accredited California four-year college or university. The program outline as it appears in the institution's course of study and the time line for completion must be submitted with the application for this scholarship.
3. Up to \$1,000 to attend the CASBO Annual Conference, CBO Symposium, or other CASBO sponsored event, including registration and travel costs.
4. The number of scholarships awarded per year are at the Central Section Board of Director's discretion.

### **Time Limit**

The scholarship recipient shall have one full year to enter into the program of specified study. The Scholarship Committee may consider and grant requests for the extension of this time period up to one additional year if the circumstances dictate. If the awardee does not make use of the scholarship within the approved period of time, the scholarship shall be deemed unclaimed and available for award to a qualified applicant.

### **Qualifications**

1. Must have an individual CASBO membership and be an active member of CASBO Central Section.
2. Applicants must be employed by a public school district or county office of education in the CASBO Central Section.
3. Applicants may be either a classified or a certificated employee, but must possess a skill level and/or training necessary to make the desired goal an outcome.
4. Applicants must show evidence of both desire and potential to become a Chief Business Official or a manager/supervisor in a school division of business services (support services) in a California school district or county office of education.
5. Applicants with experience in the business/support services of a public school district or county office of education will be given preference.

### **Application Requirements**

1. A completed application received by the Scholarship Committee within the time specified.
2. Applicants shall submit at least two letters of recommendation from professional associates and/or co-workers with the application materials.
3. Successful applicants shall be an active CASBO member for 2 years prior to award of scholarship.
4. Application may be submitted by regular mail or by electronic mail.

### **Procedures**

1. The CASBO Central Section Scholarship for potential California public school Chief Business Officials and Business Division Managers will be advertised to school districts, offices of county education and members within CASBO Central Section.
2. A Scholarship Awards Committee will be established as a standing committee of CASBO Central Section. The Immediate Past President shall chair the Committee. Two committee members shall be recommended to the Board by the Chair from the Central Section membership at-large. Committee members shall be appointed annually by the Board with three terms being the maximum appointment for any individual.
3. It will be the responsibility of the Scholarship Awards Committee to recommend to the CASBO Central Section Board of Directors at the Spring meeting the name of the qualified Scholarship recipient(s). The Board will make the final decision on the scholarship award.

4. The Scholarship recipients will be notified after the Spring meeting and will be awarded certificates of scholarship award at the CASBO Central Section Fall Conference meeting each year. We request the recipients attend the Fall Conference and explain how the scholarship funds will be used.
5. The Scholarship will be awarded based on a process that rates Application, Experience and Coursework, Letter(s) of Recommendations, Appearance and Grammar, and Submitted Application and consideration will be given to level of CASBO participation at Section level.
6. Applicants must demonstrate proof of current enrollment/registration for approved coursework or a recent college graduate of no more than 24-months prior to submission of application.

### **Payment**

1. Scholarship payments will be paid to recipients following Board approval at Spring meeting. If the Board chooses, one half of the tuition may be paid directly to the program sponsor on behalf of the recipient upon registration and the remaining half of the payment may be paid directly to the scholarship recipient following receipt by the Scholarship Awards Committee of certification by the program director that the program is satisfactorily completed.
3. Should the approved program require payment on some different basis, the Scholarship Awards Committee may determine the most appropriate payment method following the logic of item number one above.

## Application for Pat Kraft Memorial CASBO Scholarship

Pat Kraft was an active member in CASBO Central Section, serving at all levels of Section Board of Directors, including CASBO Central Section President. Pat was also active in Accounting and Financial Professional Councils, serving on various committees and giving workshop presentations. Pat was always willing to share information and point members in the right direction if he could not assist them. Pat's smile and great attitude were always shining in CASBO Central Section.

**Directions:** Applicants for a CASBO Central Section Scholarship are responsible for submitting all required materials to the chairperson of the scholarship committee by the **application deadline of March 31, 20XX**. The required materials include:

1. A completed scholarship application
2. A cover letter by the applicant
3. At least two letters of recommendation
4. Program Outline for Course of Study or Certificate Program
5. Information which includes, but is not limited to, a resume, an organizational chart showing the applicant's position, the future educational plans of the applicant, and a statement as to how classes or courses supported by the CASBO Scholarship would help attain the applicant's professional goals.

Full name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

Current Position: \_\_\_\_\_

Name of Public Educational Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name and title of immediate supervisor: \_\_\_\_\_

Major elements of current position: \_\_\_\_\_  
\_\_\_\_\_

Professional goal(s): \_\_\_\_\_

Highest educational level attained: \_\_\_\_\_

Educational major(s) and minor(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CASBO Individual Membership Number \_\_\_\_\_

CASBO Individual Member Since \_\_\_\_\_ (date)

**Send completed application and support documents by March 31 to:**

# THE ROBERT “BOB” REEVES SCHOLARSHIP

## History

---

CASBO’s Associate Member Committee pays tribute to Robert E. “Bob” Reeves, longtime CASBO treasurer and ardent supporter of the Friends of Education Scholarship Fund, who passed away August 30, 2006, in Glendale, California. He was 89.

“Bob was a legend,” says his friend Ira Carter, a CASBO past president who worked with Dr. Reeves for many years. “He was totally dedicated to CASBO and to all the things we stood for in terms of self-improvement and being the best at whatever we are in life.”

Echoes another past president, Pat Gibbons: “He was just an extremely honest person.”

With integrity in business and enthusiasm for school business, Dr. Reeves served as CASBO treasurer for 12 years, amid a career spanning five decades. He retired as director of fiscal services for the Orange County Department of Education in 1989 at the age of 72, after serving in several Orange County school districts around his Glendale home, where he and his wife Beulah lived for 50 years.

“I thought he was never going to quit,” says Beulah. They met as teachers in Iowa and moved to California, where Dr. Reeves first taught college accounting courses before earning his doctorate in 1955 at the University of Southern California.

Dr. Reeves was devoted to CASBO’s Annual Conference & California School Business Expo, having missed only one annual event in 43 years. As a result of his ongoing support and close professional association with many CASBO presidents, he was one of just a few CASBO officers to be invited to the annual past president events at conference.

In 1989, Dr. Reeves received the Sky Joyner Award, presented by the Associate Member Committee in recognition of school business leaders who demonstrate outstanding skill, ability and service to their communities and professions.

In addition to his wife of 64 years, Dr. Reeves is survived by three daughters, two sons, nine grandchildren and seven great-grandchildren.

The Robert “Bob” Reeves Scholarship honors his memory by promoting continuing education and training for CASBO members. Any CASBO section with an active Associate Member Committee Liaison may award a \$1,000 scholarship to a deserving professional each year.

# ROBERT “BOB” REEVES SCHOLARSHIP

## Fact Sheet

---

**Scholarship Title:** The Robert “Bob” Reeves Scholarship

**Scholarship Amount:** \$1,000

**Scholarship Sponsor:** Associate Member Committee (“AMC”)

**Who is eligible?** One active CASBO individual member from each section that has an active AMC Liaison every year. The applicant must meet one (1) of the following requirements in order to apply:

- Must be an active CASBO individual member enrolled in an education program which will lead to or promote progress within a school business profession as a CBO or other School Business Professional at the elementary, secondary or community college levels; or
- Must be an active CASBO individual member who is employed in the education field who desires to expand his/her knowledge related to a school business profession as a CBO or other School Business Professional; or
- Must be an active CASBO individual member who is a post-graduate candidate in a school business profession at a college or university in support of CBO or other School Business Professional training.

**Who selects the scholarship recipients from each section?** Each section board solicits its own applicants and selects its own winner.

**How do I apply?** Interested applicants must complete the form provided by the AMC (included in this application package).

**What is the timeline for awarding the scholarships?**

- ✓ Sections may solicit applicants from July 1 to September 30, or an earlier date set by their section board.
- ✓ Each section board reviews its own applicants and selects its scholarship winner by November 15, or by an earlier date set by the section board. Section boards should give preference to those applicants who are pursuing formal education or professional certifications.
- ✓ Each section board then provides a copy of its winning application to its respective section AMC Liaison, who in turn forwards it to CASBO and the AMC.
- ✓ Once the AMC approves the winning applications, it will notify CASBO, and CASBO staff then will issue checks payable to the scholarship recipients and provide them to each section president, or to each section’s AMC Liaison.

- ✓ Scholarship checks should be presented to the scholarship winners at a section or other appropriate CASBO event no later than December 31 each year.
- ✓ CASBO and the AMC will announce the scholarship winners in CASBO publications and at the CASBO Annual Conference & California School Business Expo.

***What if an applicant is not selected during the prescribed timeline?*** Scholarship funds are available during the prescribed period of each CASBO fiscal year. If the timeline is not followed, the scholarship is not awarded and the funds are lost. There is no rollover of scholarships from year to year.

***How often can a person apply for a scholarship?*** Interested applicants may apply each year. Scholarship recipients are prohibited from applying for an additional scholarship for five years from the date of their previous selection.

***Can a section award more than one scholarship?*** It is the intention of the AMC that a single scholarship in the amount of \$1,000 be awarded each year.

***Can section board members apply for the scholarship?*** Yes, section board members are eligible but must not be present at or participate in the selection process.

***How can a section determine if an applicant is an active CASBO individual member?*** CASBO staff will provide verification of membership when requested.

***What if a scholarship winner does not use the scholarship funds?*** If a scholarship winner fails to use the scholarship funds as directed, he/she can face additional taxes and scrutiny by the IRS. The scholarship funds could be considered additional income if not used as intended. Scholarships are awarded on an honor system; and a written confirmation is included in the application stating that, if awarded a scholarship, the applicant promises to use the funds for the program for which the scholarship was awarded. Recipients should keep documentation of their use of scholarship funds for IRS review.



# ROBERT "BOB" REEVES SCHOLARSHIP

## Application

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*(Please complete the application in its entirety. You may attach your resume, but it may not be substituted in place of a completed application. Failure to complete this application will result in disqualification.)*

1. **NAME:** \_\_\_\_\_

2. **CONTACT INFORMATION:**

Address: Home \_\_\_\_\_

Work \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Email: Personal \_\_\_\_\_ Work \_\_\_\_\_

3. **EMPLOYMENT HISTORY** (list all positions held within the past five years, beginning with your most current position):

a. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

b. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

c. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

d. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

4. **PROPOSED USE OF SCHOLARSHIP FUNDS** (complete one of the following):

a. Educational Degree Level \_\_\_\_\_

Location and Dates \_\_\_\_\_

b. Professional Development/Certification \_\_\_\_\_

Organization \_\_\_\_\_

c. Internship \_\_\_\_\_

District/Organization \_\_\_\_\_

d. Research Study \_\_\_\_\_

5. **DESCRIBE YOUR EDUCATIONAL, PROFESSIONAL DEVELOPMENT/ CERTIFICATION, INTERNSHIP OR RESEARCH STUDY PLANS IN DETAIL:**

**STATE YOUR ULTIMATE EDUCATIONAL GOAL OR OUTCOME:**

6. **DESCRIBE YOUR PROFESSIONAL GOALS:**

7. **CASBO MEMBERSHIP DETAILS:**

a. Member since \_\_\_\_\_

b. Section \_\_\_\_\_

c. List any voluntary leadership experience/activities with CASBO and the dates you performed them:

8. **OTHER PROFESSIONAL ORGANIZATION EXPERIENCE:**

a. Name \_\_\_\_\_

Member since \_\_\_\_\_

b. Name \_\_\_\_\_

Member since \_\_\_\_\_

c. Name \_\_\_\_\_

Member since \_\_\_\_\_

d. Name \_\_\_\_\_

Member since \_\_\_\_\_

**LIST ANY VOLUNTARY LEADERSHIP EXPERIENCE/ACTIVITIES WITH OTHER ORGANIZATIONS AND THE DATES YOU PERFORMED THEM:**

9. **PROFESSIONAL REFERENCES:**

a. Name \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

b. Name \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

c. Name \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

10. **SUBMISSION INSTRUCTIONS:**

Please submit your completed scholarship application to your section president no later than the application deadline specified below.

**APPLICATION DEADLINE:**

**September 30**

# ROBERT “BOB” REEVES SCHOLARSHIP

## Applicant Checklist

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- Obtain relevant documents:
  - ✓ Scholarship History
  - ✓ Scholarship Fact Sheet
  - ✓ Scholarship Application
  
- Check that you meet the pre-requisites for eligibility (as listed in the Fact Sheet). You must be an active CASBO individual member:
  - Whose section has an active Associate Member Committee Liaison;
  - Who has not received this scholarship within the past five (5) years; AND
  - Who meets one (1) of the following requirements:
    - Must be enrolled in an education program which will lead to or promote progress within a school business profession as a CBO or other School Business Professional at the elementary, secondary or community college levels; or
    - Must be employed in the education field with a desire to expand your knowledge related to a school business profession as a CBO or other School Business Professional; or
    - Must be a post-graduate candidate in a school business profession at a college or university in support of CBO or other School Business Professional training.
  
- Note: Preference will be given to those applicants pursuing formal education or professional certifications.*
- Obtain three (3) professional references (name, title, employer, phone number and email address).
  
- Complete *all* sections of the application.
  
- Send completed application and professional references to your designated section contact (as indicated on the application form) no later than September 20, or an earlier date if so designated by your section board.

# ROBERT “BOB” REEVES SCHOLARSHIP

## Section Board of Directors Checklist

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- At the earliest meeting following the CASBO Annual Conference, **review the information and protocols** for the Robert “Bob” Reeves Scholarship.
- Determine your section’s eligibility to participate: scholarships are available only in sections with an active Associate Member Committee liaison.
- Working with your section liaison, set your scholarship calendar for solicitation, review, selection and announcement deadlines: \*
  - ✓ No later than July 1: Begin applicant solicitation.
  - ✓ No later than September 30: Application deadline.
  - ✓ No later than November 15: Select the winner.
  - ✓ No later than December 31: Announce the winner at a section event.
- Working with your liaison, determine how your section will advertise scholarship availability. It is recommended that you:
  - ✓ Send at least one email blast to all section members about the scholarship.
  - ✓ Include scholarship information in section event advertisements.
  - ✓ Update your section’s web page to include scholarship information. ♦
  - ✓ Announce the scholarship at section events and meetings.
- Select a board member to receive applications and determine the selection process in accordance with your scholarship calendar. *Note: Preference should be given to those applicants who are pursuing formal education or professional certifications.*
- Inform your section liaison of your selection.
- Work with your section liaison to:
  - ✓ Provide the winning application to the AMC for approval.
  - ✓ Follow up with the AMC to confirm it has notified CASBO of the winner and requested the scholarship check.
  - ✓ Inform the winner.
  - ✓ Announce the winner and present the scholarship check at a section event.
  - ✓ Follow up with the AMC and CASBO to confirm that the winner is announced in CASBO publications and at Annual Conference.

*\* Deadlines may be set for an earlier date as approved by your section board. For 2015, due to the redesign of the CASBO website in July/August, the AMC postponed the opening of the solicitation process from July 20 until August 25 and extended the customary application deadline of September 20 to September 30.*

*♦ Coming soon on the new CASBO website.*

# ROBERT “BOB” REEVES SCHOLARSHIP

## Associate Member Committee Liaison Checklist

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- At the earliest meeting following the CASBO Annual Conference, **review the information and protocols** for the Robert “Bob” Reeves Scholarship.
- Working with your section board, set your scholarship calendar for solicitation, review, selection and announcement deadlines: \*
  - ✓ No later than July 1: Begin applicant solicitation.
  - ✓ No later than September 30: Application deadline.
  - ✓ No later than November 15: Select the winner.
  - ✓ No later than December 31: Announce the winner at a section event.
- Working with your section board, determine how your section will advertise scholarship availability. It is recommended that you:
  - ✓ Send at least one email blast to all section members about the scholarship.
  - ✓ Include scholarship information in section event advertisements.
  - ✓ Update your section’s web page to include scholarship information. ♦
  - ✓ Announce the scholarship at section events and meetings.
- Verify that scholarship availability to section members has been communicated in accordance with these and any other recommendations as set by your section board.
- Working with your section board, select a board member to receive applications and determine the selection process in accordance with your scholarship calendar. ***Note: Preference should be given to those applicants who are pursuing formal education or professional certifications.***
- Work with the selected board member to monitor applications received.
- Work with your section board to:
  - ✓ Accept the winning application and provide it to the AMC for approval.
  - ✓ Send acknowledgment letters to the applicants not selected and encourage them to apply again next year.
  - ✓ Follow up with the AMC to confirm it has notified CASBO of the winner and requested the scholarship check.
  - ✓ Inform the winner.
  - ✓ Announce the winner and present the scholarship check at a section event.
  - ✓ Follow up with the AMC and CASBO to confirm that the winner is announced in CASBO publications and at Annual Conference.

*\* Deadlines may be set for an earlier date as approved by your section board. For 2015, due to the redesign of the CASBO website in July/August, the AMC postponed the opening of the solicitation process from July 20 until August 25 and extended the customary application deadline of September 20 to September 30.*



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## **Central Section**

### **MANUAL OF PROCEDURES**

#### **SECTION V MISCELLANEOUS OPERATIONS AND PROCEDURES**

Bank Account, Open or Change to Authorized Signatures	V-1
Exhibits and Examples for V-1	V-1-A
CASBO Form W-9	V-2

## **BANK ACCOUNT, OPENING OR CHANGE TO AUTHORIZED SIGNATURES**

Central Section CASBO operates under the State CASBO tax ID number of 94-6082654, and is legally considered a subsidiary of the State Organization. As such, the State Board of Directors determines when bank accounts can be opened and changes in authorized signatures. The process to open a new account or to change the authorized signatures on an existing account is as follows:

1. Complete a Corporate Authorization Resolution (Exhibit V-1-A) or one supplied by the Bank.
  - a. Top Box on left identifies the financial institution;
  - b. Top box on right identifies Central Section CASBO;
  - c. Next Section is the State CASBO information and the Executive Director is the secretary to the Board of Directors;
  - d. The list of authorized signers should start with the Executive Director as A followed by authorized Central Section Signers;
  - e. Powers granted refers to which individuals listed directly above have what powers.
  - f. Add the date of the last resolution—included in Exhibit V-1-A—at the bottom of the resolution
  - g. Add the date of the next State CASBO Meeting to the resolution.
2. Send the Resolution to the Executive Director or their assistant to be placed on the Agenda of next State CASBO Board of Directors Meeting.
  - a. State CASBO needs both the Secretary (Executive Director) and one other officer to sign the resolution.
3. Once the Resolution is returned by the State CASBO Office, the Resolution is presented by Central Section to the bank.
  - a. A Signer Profile (bank form) will need to be prepared by each new signer.
4. The bank will require a new signature card to be completed.