



**Shasta Cascade
Section Directory
Bylaws
and
Manual of Procedures**

2014 - 2015

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Statement of Purpose

The purpose of the CASBO Shasta Cascade 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.

SECTION BOARD OF DIRECTORS DIRECTORY

Section Board Officers

President	Molly Schlange (530) 245-2790 mschlange@suhsd.net
President-Elect	David Flores (530) 241-3261 dflores@suhsd.net
Secretary	Kim Vardanega (530) 235-4835 kim@sisnet.ssku.k12.ca.us
Treasurer	Jane Wacker (530) 241-3261 jwacker@suhsd.net

Section Board of Directors

Past President	Vacant
Director 1	Missi Bullington mbullington@auhsd.net
Director 2	Jenny Youngblood jyoungblood@suhsd.net
Director 3	Heidi Clark hclark@suhsd.net
Director 4	Cathleen Serna cserna@gwusd.org
Director 5	Vacant
State Director	Jenny Youngblood jyoungblood@suhsd.net
Associate Member Liaison (Non-Voting Member)	

Section County Liaisons

County Liaisons

- Butte
- Colusa
- Del Norte
- Glenn
- Humboldt
- Lake
- Lassen
- Mendocino
- Modoc
- Plumas
- Shasta
- Sierra
- Siskiyou
- Tehama
- Trinity

Section Professional Councils

Professional Council Chairs

- **Accounting**
- **CBO**
- **Child Nutrition**
- **Community College**
- **Facilities**
- **Financial Services**
- **Human Resources**
- **Maintenance and Operations**
- **Payroll**
- **Purchasing**
- **Retiree**
- **Risk Management**
- **Technology**
- **Transportation**

CASBO Section Bylaws

California Association of School Business Officials – *Shasta Cascade Section*

Adopted by the Board of Directors of the California Association of School Business Officials on
insert date

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 – *Shasta Cascade Section*, also known as the *CASBO Shasta Cascade Section*.

Section 2. Affiliation

The *CASBO Shasta Cascade Section* is an integrated part of the California Association of School Business Officials, also known as CASBO. The *CASBO Shasta Cascade 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 Shasta Cascade 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 Shasta Cascade 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 Shasta Cascade 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 *Shasta Cascade Section* Officers, Duties and Qualifications

Section 1. Officers

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

Section 2. Election of CASBO *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade Section* Board of Directors

Section 1. Composition

The Board of Directors shall consist of the five section officers, the immediate Past President, four Directors *elected by section members*, the member who is serving as the section director on the CASBO Board of Directors, 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, 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 *Shasta Cascade Section* Board of Directors

The five 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 the CASBO *Shasta Cascade Section* Board of Directors.

Section 3. Duties of CASBO *Shasta Cascade 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 *Shasta Cascade Section* Board of Directors

Members of the CASBO *Shasta Cascade Section* Board of Directors shall be Individual Members or Honorary Life Members in good standing with CASBO and not retired from school business. Associate members must also be in good standing with CASBO.

Section 5. CASBO *Shasta Cascade Section* Board of Directors Rules of Order

- (a) The standing authority for meetings of the CASBO *Shasta Cascade Section* Board of Directors shall be *Robert's Rules of Order*.
- (b) A majority of the members of the CASBO *Shasta Cascade Section* Board of Directors shall constitute a quorum sufficient for the transaction of business
- (c) Decisions made by the CASBO *Shasta Cascade 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 *Shasta Cascade 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 *Shasta Cascade 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 filled by the CASBO *Shasta Cascade Section* Board of Directors for the remainder of the member's term.

Article V - CASBO *Shasta Cascade Section* Committees and Professional Councils

The CASBO *Shasta Cascade 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 2. Section Professional Council Chair

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. 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 3. 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 4. Associate Members

Associate members are valuable partners in carrying out the mission of CASBO. The *CASBO Shasta Cascade 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.

OPERATIONAL POLICIES

Section 1. CASBO Shasta Cascade Section Authority

- 1.1 The Shasta Cascade Section Board of Directors shall develop, promulgate and implement policies and procedures to ensure the prudent and efficient operation of all aspects of the Section's business affairs.

Section 2. Voting and Election Policy

2.1 Election Committee

An election committee shall be formed for the purposes of distributing ballots and tallying the popular vote. The committee shall be composed of at least three (3) non-candidates and shall be chaired by the immediate Past-President or any eligible and available Past-President if the immediate Past-President is a candidate or is unavailable. Balloting may be either written or electronic, as best meets the need and as approved by the election committee.

All nominations must come through the Nominating Committee by November 15th. No nomination will be taken from the floor after that date.

- 2.2 The Secretary shall prepare a formal ballot that shall consist of the following items:

- A. Appropriate ballots identifying each vacant office.
- B. Candidates affiliation, resident and professional qualifications (Condensed résumé).
- C. Proposed amendments to the By-laws.
- D. State level issues requiring active member input as determined by the Section Board of Directors.
- E. The above must be delivered to the Election Committee Chairperson by December 31st.
- F. There shall be no write-in candidates.

- 2.3 The Secretary-Treasurer shall obtain active members' contact information from the State CASBO office:

- A. For written ballots, two (2) sets of labels of all active members of record as of December 20th, accompanied by one (1) complete print out of all active

members or,

- B. For electronic ballots, one (1) complete database of all active member e-mail addresses.
- C. The above must be delivered to the Election Committee Chairperson by January 10.

2.4 The election committee shall review and approve the formal ballot materials and prepare the ballot package that shall consist of:

- A. For written ballots only, the ballot envelope.
- B. The ballot.
- C. The candidate's résumé and qualifications.
- D. Instructions for proper voting procedures.
- E. For written ballots, return envelopes, addressed to the election committee chairperson that shall require the member's signature.
- F. For written ballots, stamped envelopes for the purpose of mailing a complete package to active members as specified in 2.3.

2.5 The approved ballot materials shall be mailed or transmitted by electronic means by February 1.

2.6 Written ballots must be returned in the envelope provided or electronic ballots must be completed as instructed. All ballots must be received by the Election Committee Chairperson by February 14.

2.7 All unopened envelopes shall be verified by the signature on the return envelope, opened and the return envelope discarded, to ensure a confidential tally of the ballot; all electronic ballots shall be verified by the e-mail address, with only one ballot per member e-mail address tallied.

2.8 The Election Committee Chairperson shall sign the master tally sheet to verify that it is the original. A copy of the master tally sheet shall be presented to the Section Secretary-Treasurer prior to the Job-A-Like. This copy shall be read to the membership present at the Job-A-Like and will convey complete election results.

- 2.8.1 All ballots and the original tally sheet shall be retained by the Election Committee Chairperson for a period of forty-five (45) days from the close of the Job-A-Like.
- 2.8.2. Any nominee who requests a recount of the ballots must do so in writing to the Section Secretary-Treasurer within twenty-five (25) days of the closed of the conference. Any recount of the ballots shall occur no earlier than thirty (30) days no later than forty-five (45) days after the close of the Job-A-Like
- 2.8.3 If a recount of the ballots produces a discrepancy (ices), the discrepancy (ices) shall be reported to the Section Board of Directors where the discrepancy (ices) shall be clarified and any change in the election results shall be communicated to the general membership. If by the forty-fifth day after the close of the Job-A-Like, no recount is requested, and no discrepancy(ices) to the election results as read to the general membership is (are) found, the ballots and the master tally sheet shall be destroyed and the results shall be deemed official and no other inquiries will be acknowledged.
- 2.9 No provisions shall be made for new members joining the Association after December 20th to vote in the Section election.
- 2.10 A nominee must receive a majority of the popular votes to be elected to any office.
- 2.11 The Shasta Cascade Section shall bear the expenses of the Section Elections. The Section's annual budget shall reflect these costs.

SECTION FINANCIAL ACCOUNTABILITY GUIDELINES

Section boards are responsible for overseeing the expenses of their sections, for managing their budgets, and ensuring their sections follows CASBO policies.

In order to encourage collaboration in the ongoing management of the association's budget, and to ensure that the CASBO President, CASBO Executive Director and CASBO Board of Directors are included in and apprised of key budgetary decisions for which they are held responsible, section boards seeking to expend section funds in excess of \$5000 must seek prior approval of the CASBO President and Executive Director, either in writing or using electronic communication, a copy of which must be maintained as part of the section records for auditing purposes.

Contracts and Long Term Obligations

Legal responsibility for section decisions ultimately falls upon the CASBO Board of Directors. As such, sections may not authorize or sign contracts or other agreements that obligate the association. As with all contracts that obligate the association, contracts or agreements at the section level must be signed by the Executive Director.

Cash Receipts

In order to ensure that bank deposits have supporting details, each section Treasurer shall:

- 1) Maintain a cash receipts log that lists the receipt date, name of payer, check amount and date of deposit.

Cash Disbursements

In order to have proper segregation of duties over disbursements, each section Treasurer shall first obtain approval from the section President before checks are processed.

- 1) The section Treasurer shall provide the section President via email or fax with a list of disbursements to be processed. The list shall include name of payee, amount and a brief explanation of the expense.
- 2) The section President shall approve, or ask for additional detail, the disbursements by responding back to the section Treasurer's email or fax.
- 3) Upon approval, the section Treasurer shall process the checks. A hardcopy of the email or fax from the section President shall be filed with the disbursements log or check copies as documentation that the disbursements were approved.

Bank Reconciliation

- 1) In order to have proper internal control, the section Treasurer shall present the reconciliation reports and bank statements to the section Board of Directors for review and approval during each meeting. The review and approval process shall be noted in the meeting minutes.
- 2) The section Treasurer shall review the list of outstanding checks each month as part of the bank reconciliation process. Any stale dated checks (six months or older) should be researched.

Section Board of Director's & Officers

President

1. Serves as the Chairperson of the Executive Committee.
2. Plans and presides at the Section Board of Directors meetings and is responsible for all Section activities.
3. Prepares agendas and sends notices to the board members and others who should attend Section Board of Directors meetings.
4. Handles the business of the Section between meetings by telephone and/or correspondence with all board members.
5. Appoints and is responsible for Section committees and notifying elected officers of their respective appointments and duties.
6. Serves as ex-officio member of all committees.
7. Responsible for Section Fall Conference and Job-A-Like including the program.
8. Provides the State Board of Directors with Section information; i.e., roster, calendar, annual report; update on activities, programs and fiscal matters, etc.
9. Submits all expenses for the current year to the Treasurer by June 1.

President-Elect

1. Serves as the Chairperson of the Governance Oversight Committee and a member of the Executive Standing Committees.
2. Serves as board liaison with Section Professional Councils.
3. Presides at Section Board of Directors meetings in the absence of the President.
4. Maintains an updated record of manual of procedures adopted by the Section.
5. Prepares a Directory of the Section for the following year with DRAFT presented at the annual organizational meeting.
6. Attends Section Board of Directors' meetings.

7. Submits budget allocation requests for the subsequent year to the Treasurer.
8. Performs other functions for the Section as assigned by the President or the Section Board of Directors.

Secretary

1. Serves as a member of the Executive Standing Committee.
2. Responsible for a complete and accurate record of minutes of the Section activities.
3. Maintains records of membership, attendance and minutes of the Section Board of Directors meetings.
4. Prepares minutes of the Section Board of Directors meetings in final form, signs and distributes minutes to all board members and handles official correspondence.
5. Serves as custodian of all official/legal documents and contracts.
6. Attends Section Board of Directors meetings.
7. Performs other functions for the Section as assigned by the President or the Board of Directors.

Treasurer

1. Maintains Section checking and savings accounts.
2. Writes checks, makes deposits, and issues receipts for all money collected.
3. Submits the proposed annual Section budget at the annual organizational meeting with the assistance of the President-Elect.
4. Maintains records of all budgets, receipts and disbursements.
5. Submits updated Treasurer's report at Section Board of Directors meetings.
6. Responsible for accounting of Section sponsored events:
 - a. Distributes invoices or refunds.
 - b. Pays outstanding bills.
7. Prepares various forms such as invoices and expense vouchers.

8. Submits all expenses for the current year by June 1.
9. Makes books and accounts ready for audit by July 1.
10. Attends Section Board of Directors meetings.
11. Performs other functions for the Section as assigned by the President or the Board of Directors.

Director 1

1. Serves as a member of the Governance Oversight Committee.
2. Coordinator of the Annual Fall Conference.
 - a. Mail general meeting notice and reservation requests, as applicable.
 - b. Handle reservation requests.
 - c. Makes a list of attendees.
 - d. Notifies hotel of reservation numbers and meal count.
3. Attends Section Board of Directors meetings.
4. Submits all expenses for the current year to the Treasurer by June 1.
5. Performs other functions for the Section as assigned by the President or the Board of Directors.

Director 2

1. Coordinator of the Job-A-Like.
 - a. Mail general meeting notice and reservation requests, as applicable.
 - b. Handle reservation requests.
 - c. Makes a list of attendees.
 - d. Notifies hotel of reservation numbers and meal count.
2. Coordinates Professional Council activities for:
Chief Business Officials
Financial Services
Risk Management
3. Recommends by February 1 to the President-Elect the appointment of Professional Council chairs and assistant chairs for the following year.
4. Attends Section Board of Directors meetings.
5. Submits all expenses for the current year to the Treasurer by June 1.

6. Performs other functions for the Section as assigned by the President or the Board of Directors.

Director 3

1. Serves as the Chair of CASBO sponsored workshops.
2. Coordinates Professional Council activities for:
Accounting
Human Resources
Payroll
3. Recommends by February 1 to the President-elect the appointment of Professional Council chairpersons and assistant chairpersons for the following year.
4. Attends Section Board of Directors meetings.
5. Submits all expenses for the current year to the Treasurer by June 1.
6. Performs other functions for the Section as assigned by the President or the Board of Directors.

Director 4

1. Serves as Chair of the Awards and Recognition Committee.
2. Responsible for website and communication.
3. Coordinates Professional Council activities for:
 - a. Child Nutrition
 - b. Facilities
 - c. Maintenance & Operations
 - d. Purchasing
4. Recommends by February 1 to the President-elect the appointment of committee chairpersons and assistant chairpersons for the following year.
5. Attends Section Board of Directors meetings.
6. Submits all expenses for the current year to the Treasurer by June 1.
7. Performs other functions for the Section as assigned by the President or the Board of Directors.

Director 5

1. Serves as the Chair of Section Membership Committee.
2. Coordinates Professional Council activities for:
 - Transportation
 - Technology
 - Retirees
3. Recommends by February 1 to the President-elect the appointment of Professional Council chairpersons and assistant chairpersons for the following year.
4. Attends Section Board of Directors meetings.
5. Submits all expenses for the current year to the Treasurer by June 1.
6. Performs other functions for the Section as assigned by the President or the Board of Directors.
7. Coordinates County Liaisons

Immediate Past President

1. Serves as a member of the Executive and Nominating/Election Committees.
2. Serves as a consultant to the President and Board of Directors.
3. Attends Board of Directors meetings.
4. Assists the President upon request.

Associate Member Liaison

As a non-voting member on the Board of Directors, the Associate Member Liaison shall;

1. Serve as a liaison, providing a vital communication link between the Board of Directors and the Associate Member Committee and associate members in general.
2. Bring information and perspectives from the associate members, but act as a member of the Board and overall association.
3. Attends Board of Directors meetings.
4. Assists the President upon request.

Professional Councils

Each committee will plan and successfully complete at least one project.

Each committee will be responsible for at least one presentation at the Annual Fall Conference.

Professional Council Chair's

1. The term of each Section Professional Council Chair will be for three years.
2. Recruits, organizes and directs the activity of Section Professional Council.
3. Presents committee program report at Board of Directors meetings.
4. Each committee Chair will recruit a full roster of members including an Assistant Chair ready to assume the responsibility as Chair when appropriate.
5. Committee Chair will support the Shasta Cascade Section by regularly attending Section board meetings. In the event it is not possible for the Chair to attend, the Assistant Chair will represent the committee.
6. Coordinates workshops as approved by the Section Board of Directors.
7. Coordinates Section committee activities with the State Professional Council.
8. Coordinates Section Professional Council.
9. Attends State Professional Council meetings.
10. Submits all expenses for the current year to the Treasurer by June 1.

Section Board Standing Committees

Executive

President, President-Elect, Secretary, Treasurer, Immediate Past President

Appointments

Appointed by the President, 2 members of the Shasta Cascade Section Board

Term: 1 year term

Audit and Budget

Appointed by the President, 2 members of the Shasta Cascade Section Board, (Accounting PC Chair)

Term: 1 year term

Governance Oversight

President Elect, Director 1, State Director

Term: 1 year term

Section Board Standing Committees

Executive

Composition

Chair	President
Members	President-Elect, Secretary, Treasurer, Immediate Past President

Role of the Executive Committee

The Executive Committee is delegated the ongoing authority to act in the name of and on behalf of the CASBO Board of Directors during and interim periods between meetings of the board.

The Executive Committee shall also:

1. Assist the President and other officers in the performance of their duties.
2. Perform other duties as determined by the Board of Directors.

Process

The Executive Committee shall meet in person or by conference call or other technology at the request of the President. Minutes of each meeting shall be taken. Decisions by the Executive Committee shall be agreed upon by a majority of the committee. The committee's action constitutes official action when adopted during interim periods between meetings of the Section Board of Directors and must be reported to and ratified by the Section Board of Directors.

Appointments

Composition

Chair	Appointed by the Section President from the membership of the Shasta Cascade Section Board of Directors
Members	Two members appointed by the Section President from the membership of the Shasta Cascade Section Board of Directors

Appointments to the Appointments Committee will be for one year and will be appointed by the Section President on a rotating basis so that each President appoints no more than one member. Only sitting board members may serve on the Appointments Committee.

Role of the Appointments Committee

The Appointments Committee shall evaluate applications for appointment to State Operational Committees and State Professional Councils, certify qualified candidates, and forward the names of all qualified individuals for consideration for appointment.

Audit Committee

Composition

Chair	Appointed by the Section President from the membership of the Shasta Cascade Section Board of Directors.
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Members Three members appointed by the section president from the membership of the Shasta Cascade Section Board of Directors. (one member should be Accounting Professional Council Chair)

The Section President shall make the appointments to the Audit Committee. The appointments will be for one year and shall be ratified by the Shasta Cascade Section Board of Directors. The Treasurer may not be a member of the Audit Committee.

Budget

Composition

Chair President-Elect
Members Three members appointed by the Section President from the membership of the Shasta Cascade Section Board of Directors

Appointments to the Budget Committee shall be for one year.

Role of the Budget Committee

1. Develop and propose Shasta Cascade Section annual budget for the upcoming fiscal year to the Board of Directors.
2. Provide regular oversight of the Shasta Cascade Section budget on behalf of the Board of Directors.
3. Perform other duties as determined by the Shasta Cascade Section Board of Directors.

Governance Oversight - Bylaws and MOP Revisions

Composition

Chair President-Elect
Members State Director, Director 1.

The term of the Governance Oversight Committee shall be for one year.

Role of the Governance Oversight Committee

1. Review existing bylaws and policies and making appropriate recommendations to the Section Board of Directors for updates and changes.