

CASBO Eastern Section Bylaws

California Association of School Business Officials – Eastern Section

Adopted by the Board of Directors of the California Association of School Business Officials
on Jan. 23, 2010.

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 – Eastern Section, also known as the CASBO Eastern Section.

Section 2. Affiliation

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

Section 1. Officers

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

Section 2. Election of CASBO Eastern 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 Eastern 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 Eastern 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 Eastern 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 Eastern 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 Eastern 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 Eastern 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 Eastern Section Board of Directors

Section 1. Composition

The Board of Directors shall consist of the four 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 Eastern 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 Eastern Section Board of Directors.

Section 3. Duties of CASBO Eastern 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 Eastern Section Board of Directors

Members of the CASBO Eastern 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 Eastern Section Board of Directors Rules of Order

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

Article V - CASBO Eastern Section Committees and Professional Councils

The CASBO Eastern 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 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 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 Eastern 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.