



**H  
A  
N  
D  
B  
O  
O  
K**

**The  
Operation and  
Governance  
of the  
Kentucky Association of  
School Business Officials  
(KASBO)**

**2008**

# MISSION

*To provide programs, services and networking opportunities that promote the highest standards of school business management practices and professional growth.*

## VISION

KASBO will continually strive to uphold its mission by:

- Building board leadership capacity through participating in national conferences, benchmarking and strengthening relationships with affiliates.
  - Offering an array of quality professional development opportunities that balance the development of technical skills with professional and personal growth.
  - Enhancing the annual conference to a level that is recognized as a national model among ASBO affiliates.
  - Establishing a certification program through the KASBO Leadership Institute, which offers the highest level of achievement and recognition among Kentucky school business personnel.
  - Expanding regional representation and involvement to ensure that all members have equal opportunity to contribute and benefit from their KASBO affiliation.
- 
- A. To establish high standards of professional ethics in all non-instructional areas of school organization, administration and operation.
  - B. To determine the nature, extent and quality of non-instructional services required for the educational program and to promote the development of these services by establishing acceptable policies, standards and practices.
  - C. To cooperate with the area of instruction in the progress and improvement of educational programs.

**Kentucky Association of School Business Officials**

## Table of Contents

CONSTITUTION.....	5
BYLAWS.....	8
POLICIES & PROCEDURES .....	11
ADVERTISING.....	11
AFFILIATION.....	11
BOARD OF DIRECTORS.....	11
CONTRACTS.....	11
DIRECTORY.....	11
ELECTIONS.....	12
EXECUTIVE COMMITTEE.....	12
CONFERENCE PLANNER .....	12
EXHIBITS.....	12
FINANCIAL MATTERS.....	13
HISTORY.....	13
JOB DESCRIPTION .....	13
MEETINGS .....	13
MEMBERSHIP .....	14
POLICY SETTING .....	14
PUBLICATIONS.....	14
RECORDS RETENTION .....	14
CONFERENCE AND SEMINAR FEES.....	15
RESOLUTIONS .....	15
SEMINARS AND WORKSHOPS .....	15
SPONSORSHIPS .....	15
TRAVEL.....	16
VENDOR PRESENTATIONS.....	16
JOB DESCRIPTIONS.....	17
BOARD OF DIRECTORS.....	17
EXECUTIVE COMMITTEE .....	18
PRESIDENT .....	18
PRESIDENT-ELECT .....	19
VICE PRESIDENT .....	19
IMMEDIATE PAST PRESIDENT.....	20
SECRETARY.....	20
CONFERENCE PLANNER .....	21
TREASURER .....	21

CHAIR, COMMITTEE ON BUDGET..... 22

CHAIR, COMMITTEE ON CONFERENCE ARRANGEMENTS ..... 22

CHAIR, COMMITTEE ON CONSTITUTION AND BYLAWS..... 23

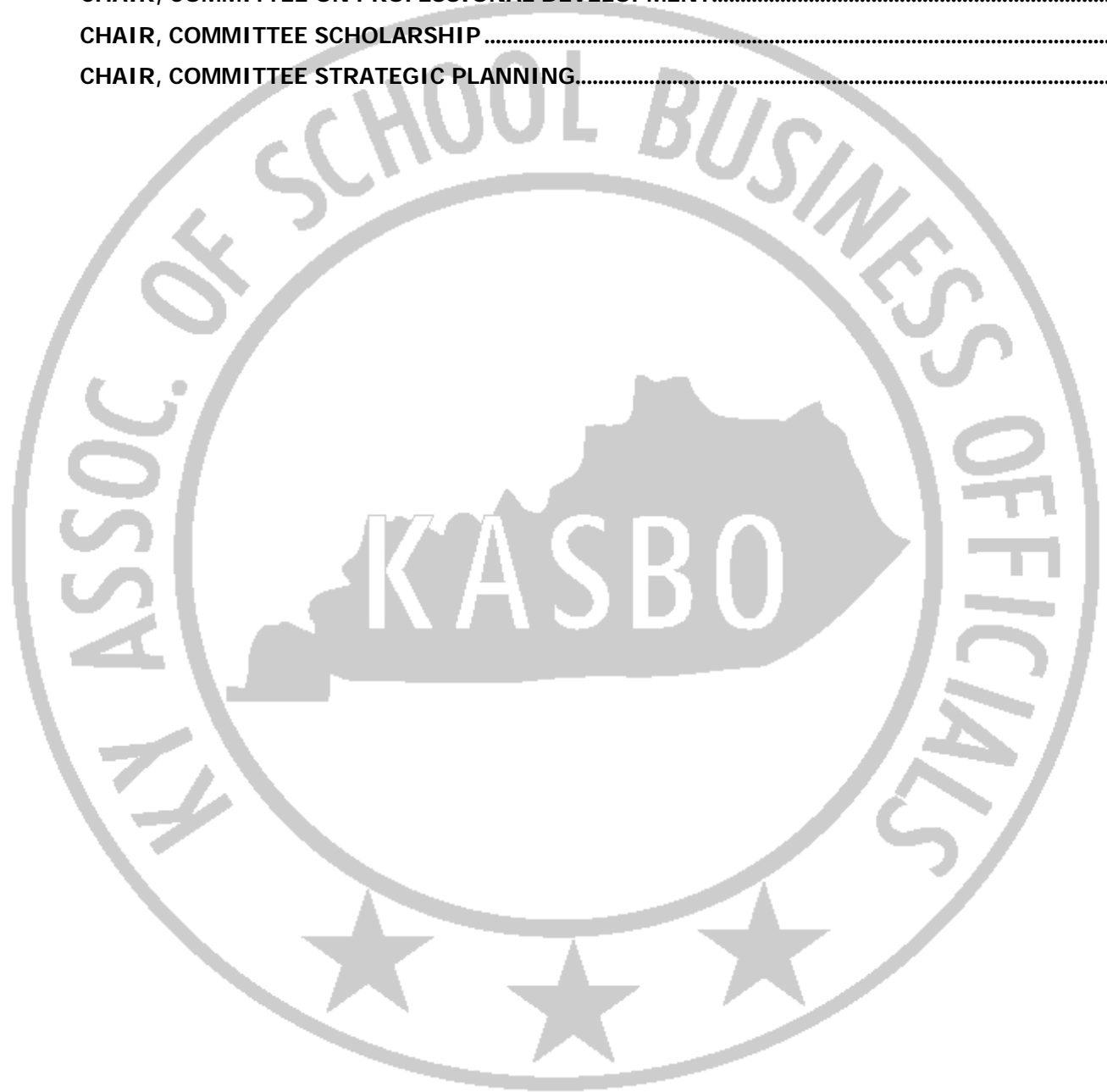
CHAIR, COMMITTEE ON EXHIBITS ..... 24

CHAIR, COMMITTEE ON NOMINATIONS..... 25

CHAIR, COMMITTEE ON PROFESSIONAL DEVELOPMENT..... 26

CHAIR, COMMITTEE SCHOLARSHIP ..... 26

CHAIR, COMMITTEE STRATEGIC PLANNING..... 27



# CONSTITUTION

---

## ARTICLE 1 NAME

**SECTION 1.** The name of this association shall be: "Kentucky Association of School Business Officials."

**SECTION 2.** The Board of Directors of the Association shall regulate the use of the name and Emblem.

## ARTICLE 2 MISSION

To provide programs, services and networking opportunities that promote the highest standards of school business management practices and professional growth.

## ARTICLE 3 VISION

KASBO will continually strive to uphold its mission by:

- Building board leadership capacity through participating in national conferences, benchmarking and strengthening relationships with affiliates.
- Offering an array of quality professional development opportunities that balance the development of technical skills with professional and personal growth.
- Enhancing the annual conference to a level that is recognized as a national model among ASBO affiliates.
- Establishing a certification program through the KASBO Leadership Institute, which offers the highest level of achievement and recognition among Kentucky school business personnel.
- Expanding regional representation and involvement to ensure that all members have equal opportunity to contribute and benefit from their KASBO affiliation.

A. To establish high standards of professional ethics in all non-instructional areas of school organization, administration and operation.

- B. To determine the nature, extent and quality of non-instructional services required for the educational program and to promote the development of these services by establishing acceptable policies, standards and practices.
- C. To cooperate with the area of instruction in the progress and improvement of educational programs.

## ARTICLE 4 AFFILIATION

- A. **KASBO** is one of eleven affiliates of the Kentucky Association of School Administrators (**KASA**); one of twelve states comprising the Southern Association of School Business Officials (**SASBO**); and is affiliated with the Association of School Business Officials international (**ASBO**).
- B. This association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its primary purposes.

## ARTICLE 5 MEMBERS

### **SECTION 1. CLASSES OF MEMBERS.**

The association shall have six classes of members. These are active, associate, student, retired, honorary and life. The qualifications for membership in each class are as follows:

- A. **ACTIVE** – Membership shall be restricted to school personnel who are actively engaged in the administration or supervision of school business management. Members must be employed by and on the permanent payroll of a public, private, separate or parochial school, school district, or the State Department of Education.
- B. **ASSOCIATE** – Membership shall be extended to school administrators, members of Boards of Education and other persons who are directly interested in the school program.
- C. **STUDENT**- Membership shall consist of high school, university or college students enrolled in school administration or business classes.
- D. **RETIRED** – Membership shall be extended to retired personnel who were eligible for active or associate membership.

- E. HONORARY – The Board of Directors has the authority to confer Honorary Membership.
- F. LIFE - Active members may become life members upon payment of life membership dues.
- G. VENDOR - Membership shall consist of up to four representatives for corporate membership.

**SECTION 2. PRIVILEGES OF MEMBERSHIP.**

Only active and life members shall have voting rights and be eligible to hold offices. Each active or life member shall be entitled to one vote on each matter submitted to a vote of members. Absentee votes shall not be accepted. Non-voting membership shall contain categories: (B) Associate; (C) Student; (D) Retired; (E) Honorary; (G) Vendor.

**ARTICLE 6**

**BOARD OF DIRECTORS AND OFFICERS**

**SECTION 1. BOARD OF DIRECTORS AND OFFICERS**

- A. A Board consisting of 12 members shall administer the affairs of the Association.
- B. Six of the members shall serve as directors representing the state and shall be elected for three-year terms. Two directors are elected each year on a rotating basis. Only active or life members shall be eligible to serve on the Board of Directors.
- C. The six additional members of the Board shall consist of the President, President - Elect, Vice-President, Immediate Past President, Secretary, and Treasurer. The officers shall be elected for a one-year term.
- D. Only active or life members shall be eligible to serve as officers.
- E. The election to the Board of Directors and Officers shall be held during the last business session at the annual meeting.
- F. A Director may serve two consecutive terms.
- G. If a vacancy occurs, the Board of Directors shall have the authority to fill a vacant officer, and/or director's position from the KASBO membership. Such appointment of an officer an/or director shall be interim and shall be subject to an election at the next annual meeting.
- H. The President has the authority to declare a position vacant if a director/officer or appointed representative to an affiliate organization is not in attendance at a KASBO board meeting for three consecutive meetings. The membership at its annual meeting shall elect a Vice-President to serve a one-year term. At the conclusion of that conference, the President shall automatically become the Immediate Past President. The President – Elect shall become the President and

the Vice – President shall become the President – Elect. The officers shall assume their duties from July 1 through June 30, following annual conference.

- I. In case of failure to elect an officer at the annual meeting, the incumbent of said office should continue to serve until a successor is elected.
- J. The Board of Directors shall meet at the call of the President. The full Board of Directors will be scheduled on odd numbered months and the Executive Committee will be scheduled on even numbered months.

**SECTION 2. VOTING AND HOLDING OFFICE.**

- A. The right to vote shall be limited to active and life members whose dues are paid for the current fiscal year. The right to hold office shall be limited to active and life members whose dues are paid for the current year.
- B. All questions shall be determined by a majority vote of active members in attendance.

**ARTICLE 7**

**CONFERENCE PLANNER**

**SECTION 1.**

- A. The Executive shall serve as a non-voting member of the Board of Directors of KASBO (the "Board of Directors"). This position may be filled at the discretion of the Board of Directors.
- B. Term of Employment. The terms of employment shall be determined by the Board of Directors.
- C. Responsibilities in Position. The Executive shall devote his business time, attention, skill and efforts to the faithful performance of his duties hereunder and in the Position, and shall use his best efforts, skill and experience to promote the business, interests and welfare of KASBO as directed by the Board of Directors.
- D. Specific Description of Authority. The Executive shall have, exercise and carry out the authorities, powers, duties and responsibilities of the Conference Planner as set forth by the Board of Directors and the authorities, powers, duties and responsibilities customarily conferred upon persons situated in a similar executive capacity and shall exercise and carry out such duties and responsibilities and shall observe such directions and restrictions as the Board of Directors of the Organization may from time to time reasonably confer or impose upon him.
- E. The Board of Directors will approve the renewal of the Conference Planner's position; contingent upon availability of funds and successful evaluation by the Board of Directors.

**ARTICLE 8**  
MEETINGS AND QUORUMS

**SECTION 1. ANNUAL MEETINGS.**

Annual meeting of members shall be held at such time and place as may be determined by the Board of Directors. The exception to this is when Kentucky is host for SASBO, at which time the SASBO conference will serve as the annual KASBO meeting.

**SECTION 2. SPECIAL MEETING.**

The Board of Directors shall be vested with the power to call a special meeting of the Association and to designate the date, time and place of such meeting. The reason for calling such a meeting must be fully stated in a notice to be mailed to each member at least twenty days prior to the date of the meeting, except in an emergency.

**SECTION 3. QUORUM.**

A majority of the active and life members present at an annual meeting constitute a quorum for the transaction of business. At least two thirds of all voting board members and at least two officers must be present at a board meeting to constitute a quorum.

**ARTICLE 9**  
CHARITABLE ACTIVITY RESTRICTIONS

- A. No part of the net income of the Association shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects of this Association. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in any campaign on behalf of (or against) any candidate for public office.
- B. Notwithstanding any other provision set forth in this Constitution, at any time during which it is deemed a private foundation, the Association shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986 or corresponding Provisions of any subsequent federal tax laws; the Association shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 or corresponding

provisions of any subsequent federal tax laws; the Association shall not own any excess business holdings that would subject it to tax under section 4943 of the corresponding provisions of any subsequent federal tax laws; the Association shall not make any investments in such manner as to subject the Association to the tax imposed by section 4944 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; and the Association shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1986 or corresponding provision of any subsequent federal tax laws.

- C. Notwithstanding any other provisions of these Articles, the Association shall not conduct any activities not permitted to be conducted by an organization exempt from tax under Section 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent federal tax laws, or by an organization contributions to which are to be deductible under Section 170 (c) (2) of such Code or corresponding provisions of any subsequent federal tax laws.

**ARTICLE 10**  
AMENDMENTS OR REVISIONS TO CONSTITUTION

**SECTION 1. AMENDMENTS OR REVISIONS.**

Amendments or revisions in the Constitution may be proposed at the annual meeting of the Association provided resolutions for such shall be first presented not later than one day before the last day of the regular session of said meeting. Such resolutions shall then be referred to the committee on Constitution for recommendation and may be accepted or rejected by the Association at any time prior to adjournment of the Association on the last day of the meeting. Such amendments or revisions shall be determined by a majority of the active and life members present.

**SECTION 2. DISSOLUTION.**

Upon the dissolution of the Association the assets of the Association shall be distributed exclusively for charitable or educational purposes or to organizations which are then exempt from federal tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding provision of any subsequent federal tax laws and to which contributions are then deductible under Section 170 (c) (2) of such Code or corresponding provisions of any subsequent federal tax laws. Organizations having purposes similar to those of the Association shall be preferred.

# BYLAWS

## ARTICLE I. DUTIES OF OFFICERS

### SECTION 1 PRESIDENT

The President shall preside at all meetings of the Association and of the Board. He/She shall have general supervision of the affairs of the Association and shall perform the duties, which usually devolve upon the chief executive of such an association.

The President shall approve the program for the general session of the meetings of the Association, and shall have power to modify or change the program if in his/her judgment the best interest of the Association is served thereby, provided such changes do not conflict with the provisions of the Constitution and Bylaws.

The President shall appoint all committees not otherwise provided for, and shall be ex-officio member of all committees.

The President shall be a member of ASBO with membership paid by KASBO.

The President shall have all necessary expenses to ASBO International's annual conference paid to encourage him/her to attend and serve on the ASBO President's Advisory Committee. Expenses to be determined by the Board.

### SECTION 2 PRESIDENT-ELECT AND VICE PRESIDENT

The President-Elect and Vice President, in that order, shall exercise all the functions of the President in his/her absence and the President may delegate such other duties to them. In conjunction with the Conference Planner, the president-elect shall serve as Program Chairperson of the Conference Planning Committee with the Vice-President assisting the President-Elect in learning the functions and responsibilities of the organization.

The President-Elect shall have all necessary expenses to ASBO International's Annual Leadership Conference paid on hi/her behalf. Expenses to be determined by the Board.

The President-Elect shall have all necessary expenses to ASBO International's annual Leadership conference

paid on his/her behalf. Expenses to be determined by the Board.

### SECTION 3 TREASURER

In conjunction with the Conference Planner, the Treasurer shall perform the customary duties of the office including the following: recommend budget to the President based on past expenditures, submit financial records to audit committee chairperson at the beginning of the annual conference, bill past members for association dues, and perform other duties as assigned by the President and/or Board.

The Treasurer shall attend all meetings of the association with expenses to all board meetings paid by the association.

The Board of Directors shall establish an annual honorarium for the Treasurer during the Board meeting held at the annual conference.

### SECTION 4 SECRETARY

In conjunction with the Conference Planner, the Secretary shall perform the customary duties of the office including: preparing Board meeting agenda and topics to be considered at each meeting, preparing board minutes including actions/motions on each item acted on at board meeting, maintenance records of transactions at board meetings, draft correspondence, and perform other duties as assigned by the President and/or Board.

The Secretary shall attend all meetings of the Association with expenses to all board meetings paid by the Association.

The Board of Directors shall establish an annual honorarium for the Secretary during the Board meeting held at the annual conference.

### SECTION 5 DIRECTORS

The directors shall attend all meetings of the Association, assist in membership drives in their geographic location, assist in occupying the KASBO booth at conferences, and serve on committees as appointed.

The Board of Director's meal shall be paid by the Association following a meeting of the Board.

**SECTION 6**  
IMMEDIATE PAST PRESIDENT

The Immediate past President shall serve in an advisory capacity to the president, shall attend Board meetings and shall chair the nominating committee.

**SECTION 7**  
**REPRESENTATIVES TO OTHER ASSOCIATIONS. – NON VOTING**

KASA – The President shall appoint a representative.

It is the responsibility of the KASBO/KASA representative to forward the KASA leadership award nomination to KASA.

KSBIT – The President shall appoint a representative.

SASBO – The President shall appoint a representative.

UK GATTON Board —The President shall appoint a representative.

Representatives as requested by related entities shall be appointed by the President and acted upon by the Board of Directors.

Kentucky Department of Education (KDE) — The President shall appoint a representative.

All terms with affiliate organizations are three (3) years unless otherwise specified by the affiliate organization.

**ARTICLE II. COMMITTEES**

The President shall appoint chairpersons who select the appropriate number of committee members except where noted.

**SECTION 1**  
AUDITING

The accounts and records of the Association shall be audited by a CPA appointed by the President. This audit report shall be submitted to the Association at its annual business meeting.

**SECTION 2**  
CONFERENCE PLANNING

In conjunction with the Conference Planner, the President-Elect, with the assistance of the Vice-President, shall be responsible for planning the annual conference and any other workshop/meeting called

by the Board of Directors. All items shall be subject to the approval of the President.

**SECTION 3**  
CONSTITUTION AND BYLAWS

The Committee shall consider proposals for amendments or revisions to the Constitution and Bylaws and present recommendations to the Association in accordance with Article X of the Constitution and Article V of the Bylaws. This committee shall be chaired by the immediate past president or designee on a yearly rotation.

**SECTION 4**  
EXECUTIVE

There shall be an executive committee consisting of the President, the President-Elect, the Vice-President, the Secretary, the Treasurer, and the immediate Past-President.

**SECTION 5**  
NOMINATING

The Nominating Committee shall consist of Past Presidents and shall nominate a person or persons for the elective offices. These persons shall be introduced not later than one day before the last session of the annual conference and placed in nomination for election at the final business session of the conference.

**SECTION 6**  
RESOLUTION

The Committee on Resolutions shall receive and consider all resolutions, which may be referred to it by the Association and may hold meetings to hear the proponents and opponents of such resolutions. It shall also prepare all special resolutions concerning memorials, withdrawals, etc. and present same on the floor of the convention at the call of the President. The Committee shall report before the adjournment of the annual meeting of the Association.

**SECTION 7**  
SCHOLARSHIP

The scholarship committee shall conduct the screening search and select Future Business Leader Association members to receive scholarships of \$2500 each. This committee shall abide by procedures previously established for this selection process. The number of scholarships per year shall be two.

**SECTION 8**  
PROFESSIONAL DEVELOPMENT

This committee shall be chaired by the Vice-President/President or designee, rotating each odd year.

**SECTION 9**  
STRATEGIC PLANNING

This committee shall be chaired by the Vice-President/President or designee, rotating each even year.

**SECTION 10**  
LOCAL PLANNING

This committee shall be chaired by KASBO Conference Planner or designee.

**ARTICLE III. DUES AND REGISTRATION**

**SECTION 1**  
DUES

The annual dues of active and associate members shall be \$10.00 for period July 1 to June 30. The annual dues of retired members shall be \$1.00. Student dues shall be \$6.00. Vendor dues shall be \$50. Honorary members shall pay no dues. Active members may become life members upon payment of the sum of \$100.00. Payment of such dues shall entitle such members to receive the printed special bulletins and reports as issued.

**SECTION 2**  
REGISTRATION FEE

The Board of Directors are authorized to set a registration fee for an annual meeting.

**ARTICLE IV. MEMBERSHIP AND FISCAL YEAR**

**SECTION 1**

The membership and fiscal year of the Association shall run concurrently and shall be from July 1 through June 30.

**ARTICLE V. AMENDMENTS OR REVISIONS TO BYLAWS**

**SECTION 1**

Amendments or Revisions to the Bylaws may be proposed at any meeting of the Association, provided resolutions for such shall be first presented not later than one day before the last day of the regular session of said meeting. Such resolutions shall then be referred to the committee on Bylaws for recommendations and may be adopted or rejected by

the Association at any time prior to adjournment of the Association on the last day of its meeting. Such amendments or revisions shall be determined by a majority of the active and life members present.

**ARTICLE VI. RULES, ADOPTION, AMENDMENTS OR REVISIONS TO CONSTITUTION AND BYLAWS**

**SECTION 1**  
RULES

The rules contained in Robert's Rules of Order, Revised, shall govern this Association wherever applicable, and in which they are not inconsistent with the Constitution and Bylaws, or special rules of Association.

**SECTION 2**  
ADOPTION

Adoption of Constitution and Bylaws was made at the first annual meeting of the Association in 1960.

**SECTION 3**  
REVISION

Bylaws revision made 1991-1992 in compliance with tax-exempt status application. Bylaw revisions approved by general membership May 11, 2007.

# POLICIES & PROCEDURES

## ADVERTISING

### A. Purpose

To establish guidelines for accepting advertisements in the publications of the Association.

### B. Definitions

1. Advertisement-A message designed to emphasize desirable qualities in an attempt to arouse a desire to buy or patronize.
2. Publication-A printed document, distributed by KASBO to the membership at large, members of the general public, and/or those attending a KASBO sponsored event.

### C. Process and Content

1. KASBO shall actively solicit advertisements from commercial and nonprofit organizations as a means of offsetting the costs of operating the Association.
2. Advertisement rates will be recommended to the Board of Directors by the Executive Director and/or the committee responsible for each publication. Rates will be set by the Board at least ninety (90) days prior to each applicable publication.
3. Advertisements will be accepted only from organizations that (per a majority vote of the Board of Directors) subscribe to support the Aims and Objectives of the Association.
4. Exhibitors and members (including Business Associates) shall receive preferential rates and/or other special consideration in placement of their advertisements.

## AFFILIATION

### A. Purpose

To define the relationship(s) between KASBO and other organizations/groups and to set forth the processes and procedures that govern such relationships.

### B. Process and Content

1. The Board of Directors of KASBO may choose to affiliate the Association with any group or organization subscribing to the Aims and Objectives, as set forth in the KASBO Constitution and Bylaws.
2. KASBO may, at the option of the Board of Directors, include notice of any or all such affiliations on its letterhead, in its publications, and through other communication vehicles.
3. KASBO shall be affiliated with ASBO International.

4. The Board of Directors, on behalf of KASBO, will only grant its endorsement and active support to those of its members seeking office or other leadership positions in the affiliated group who are current active members and have demonstrated leadership in KASBO.
5. Representatives of KASBO to affiliate groups shall be empowered to convey the position of KASBO on any matter of mutual interest only after consultation with the Board. All positions taken by the representatives shall be reported to the Board at its next meeting.

## BOARD OF DIRECTORS

### A. Purpose

To provide policy and budgetary guidance for the activities of the Association.

### B. Process and Content

1. The Chairs of the Conference Arrangements, Exhibits, Scholarship, Constitution and Bylaws and Budget Committees shall be appointed by the President.
2. The President shall take appropriate action on learning of the death of an Association member.

## CONTRACTS

### A. Purpose

To establish contract review and execution policy and procedures.

### B. Process and Content

1. All contracts will be presented to the Board of Directors for approval and recommendation to the signing authority.
2. All contracts will be signed by the President or Treasurer in the President's absence. No other person may execute any contract on behalf of KASBO.
3. Prior to submission to the Board, all proposed contracts will be reviewed by the President-elect and Conference Planner for content and clarity of intent.
4. In the event that the Association retains permanent counsel, all contracts will be referred to such counsel for review of legal sufficiency prior to their submission to the Board.

## DIRECTORY

### A. Purpose

To establish a directory and define its contents.

### B. Process and Content

1. There shall be a directory, published annually.

2. The directory shall be distributed to members only.
3. The directory shall contain, at a minimum, the following information:
  - a. The Association name and logo on the cover.
  - b. The names and affiliations of the members of the Board of Directors.
  - c. The names of all committee chairs.
  - d. Membership listings, arranged alphabetically within district/institution, including titles and numbers.
  - e. The most recent Constitution and Bylaws of the Association.

### ELECTIONS

#### A. Purpose

To define and administer the process whereby KASBO nominates and elects Association officers.

#### B. Process and Content

1. The general membership will be asked, through the newsletter, to submit names of potential candidates (including self-nominations) to the Committee on Nominations.
2. The Committee on Nominations will submit a slate of names to the Board of Directors at its first meeting of each calendar year.
3. The Committee on Nominations will endeavor to propose a balanced representation of proposed candidates (by race, gender, region of Kentucky, and local education agency).
4. In addition to the chair, the Committee on Nominations shall consist of at least four additional members of the Association.

### EXECUTIVE COMMITTEE

#### A. Policy

It is the policy of KASBO to be efficient and judicious in the use of the Board of Directors' time.

#### B. Purpose

To define the role of the Executive Committee.

#### C. Process and Content

1. The Executive Committee conducts the affairs of the Association between regular meetings of the Board of Directors.
2. The Executive Committee shall meet on a schedule determined by the President.
3. The Executive Committee's duties shall include, but not be limited to, referring items to committees for action or consideration, advising the President on Board meeting agenda items, and directing the activities of the Conference Planner.
4. The Executive Committee may only take

action binding the Association on items delegated to it by the Board of Directors, with such actions reported at the next Board of Directors meeting.

5. Copies of the minutes of all Executive Committee meetings will be distributed to the Board of Directors.

### CONFERENCE PLANNER

#### A. Purpose

To provide direction for the activities related to the position of Conference Planner.

#### B. Process and Content

1. The position shall be part-time.
2. The Conference Planner shall receive an annual summative evaluation with a formative mid-year evaluation.
  - a. The evaluation shall be conducted by the Conference Planner Evaluation Committee.
  - b. The evaluation shall be in writing and signed by the evaluation team and Conference Planner.
  - c. The offer of a contract to the Conference Planner for the ensuing year shall be contingent upon a satisfactory evaluation.
  - d. A majority of the evaluation team must concur in the written evaluation of the Conference Planner.
  - e. If the evaluation shall be completed prior to the Board of Directors consideration of the annual renewal of the Conference Planner's contract and prior to the adoption of the Association's annual budget.
  - f. The evaluation team must report to the Board of Directors on whether or not the evaluation was satisfactory prior to considering the annual renewal of the contract.
  - g. A copy of the written evaluation must be provided to the Conference Planner and another copy appropriately filed in the Association's records.

### EXHIBITS

#### A. Purpose

To define the role of the Committee on Exhibits

#### B. Process and Content

1. The Committee on Exhibits will ensure that the selected decorator will provide one sign in each exhibitor's booth.
2. The Committee on Exhibits and the Committee on Conference Arrangements will plan a reception for the members and vendors at the start of the Annual Meeting.

#### C. Related Policies

## FINANCIAL MATTERS

### A. Purpose

To define the Association's financial reporting, budgeting, and accounting procedures and to further define the role of the Treasurer.

### B. Process and Content

1. The Treasurer shall recommend any changes to banking arrangements for both the checking and investment accounts to the Board of Directors for approval at the beginning of each fiscal year.
2. The Treasurer's Report shall be presented to the Board of Directors at each regular meeting.
3. The Committee on Budget shall present a proposed budget to the Board of Directors for preliminary review at the March meeting and for final approval at the May meeting, to be effective July 1. Any adjustments necessary to the budget during the fiscal year shall be approved by the Board of Directors.
4. The Committee on Budget will recommend the dues structure to the Board of Directors prior to the approval of each fiscal year's budget.
5. A Financial Record that details all budget, income, expense, and fiscal reporting transactions of the Association will be maintained by the Treasurer.
6. The fiscal records of the Association will be maintained in accordance with GAAP. The most current three (3) years of detailed records will be maintained by the Treasurer. The Conference Planner will archive records older than three years, as required.
7. The Board of Directors shall provide the President and Conference Planner with one (1) KASBO credit card each. These cards shall be retained by the President and Conference Planner and the card's key identification numbers shall be treated in a confidential manner by the President and Conference Planner at all times.
  - a. These cards shall be used to purchase approved equipment and supplies for the Association as well as necessary travel, registration, and lodging at state and national conferences and seminars, as approved by the Board of Directors, policy handbook, and/or the Constitution and Bylaws.
  - b. All credit card statements submitted to the Treasurer for payment shall be supported with a cover letter and attachments of official bills and expense statements.
  - c. The cards shall be the property of KASBO.

7. The Association shall provide for sufficient internal controls and documentation.

## HISTORY

### A. Purpose

To provide guidance for the maintenance of a history of KASBO.

### B. Process and Content

1. Presidential History: Each spring the outgoing President shall prepare an historical written record for the year he/she served as President. This record shall contain the following:
  - a. A listing of all officers
  - b. Fall and spring conference locations and keynote speakers
  - c. Wednesday workshop speaker
  - d. Membership data
  - e. A brief overview of the annual accomplishments of the Association
  - f. A professional photograph of the President.

## JOB DESCRIPTION

### A. Purpose

To delineate the duties and general responsibilities of all elected officers and appointed officials of KASBO.

### B. Process and Content

1. All job descriptions, and any subsequent additions, deletions, and revisions, shall be approved by the Board of Directors.
2. Job descriptions shall be written and approved for each of the following positions:
  - a. Officers (President, President-elect, Vice President, Secretary, Treasurer)
  - b. Committee Chairs
  - c. Conference Planner
3. Writing of new job descriptions shall be the responsibility of the President-elect when so requested by the Board of Directors.

## MEETINGS

### A. Purpose

To define and delineate the policies regarding minutes of all meetings, and policies concerning the annual spring and fall meetings.

### B. Process and Content

1. Minutes of All Meetings
  - a. All minutes will use subheads.
  - b. Minutes shall be approved as follows: Board minutes by the Board; Executive Committee minutes by the Executive Committee; General Membership Meeting minutes by the membership.
2. Annual General Membership Meeting
  - a. Requests for refunds of registration fees

shall not be considered after the date listed as the deadline for preregistration. However, under special circumstances, the Board may approve a written request for a refund after that date.

## MEMBERSHIP

### A. Purpose

To establish membership requirements, procedures, and administrative policies of the Association.

### B. Process and Content

1. KASBO scholarship winners are automatically awarded a complimentary membership during the year in which they are the recipient of the scholarship award.
2. An Active Life Member, upon retirement, automatically becomes an Emeritus Life Member.
3. Any person who is eligible for membership and pays nonmember registration fees at any conference, workshop, or seminar will become a member of the Association. The difference between the member and nonmember registration fees shall be at least equal to the current annual dues.

## POLICY SETTING

### A. Purpose

To establish a definition of policy and a uniform format for policy development and implementation.

### B. Definitions

1. Policy-A statement that directs present and future decisions of the Association and that defines the scope of action of activity for a particular purpose until formally rescinded or changed.
2. Procedure-A written guideline that implements a policy.

### C. Process and Content

1. Policies must be introduced as a motion at a meeting of the Board of Directors by a member of the Board.
2. Proposed policies must receive two readings at two separate Board meetings. No amendments to the motion are permitted after the first reading is accepted.
3. Policies must be approved by a majority of the Board.
4. A proposed policy that does not receive a second reading within six months from its first reading is void.
5. The Secretary shall keep the Policies and Procedures Manual for the Association updated and shall give copies to new members of the Board of Directors.

6. The Board of Directors and the Executive Director shall review this policy and all policies shall be reviewed each year under the leadership of the Immediate Past President.

## PUBLICATIONS

### A. Purpose

To establish standards for the publication of materials.

### B. Process and Content

1. All publications of the Association shall be of typeset quality.
2. All publications shall contain the following:
  - a. The Association name, address, phone number, and logo.
  - b. The names of the Conference Planner, President and President-Elect.
3. All publications shall contain factual and complete information.
4. All publications shall be reviewed by the Executive Committee and any Presidential Designees.

## RECORDS RETENTION

### A. Purpose

To provide guidance on the maintenance of the historical records of the Association.

### B. Process and Content

1. The Presidential History, as defined in the policy on "History," shall be maintained by the Conference Planner in a notebook as a permanent KASBO record. The notebook shall be provided to officers and Liaison Representatives, as well as to other members upon request.
2. The Secretary shall keep the Policy and Procedures Manual for the Association updated and shall give copies to new members of the Board of Directors and Liaison Representatives. In addition, annual updates will be provided to continuing member of the Board.
3. The following records shall also be maintained by the Conference Planner for historical purposes:
  - a. Approved Board Meeting Minutes and Agendas-Annual Directories
  - b. Financial records for the preceding years four through seven, to include copies of the Annual Financial Statements and Budgets
  - c. Fall and spring conference records
  - d. Exhibit Committee records
  - e. All annual committee reports, surveys, and research records Association contract, agreements, tax records, affiliation papers, and other official papers.

## CONFERENCE AND SEMINAR FEES

### A. Policy

It is the policy of KASBO to issue conference and seminar registration fee refunds to members and business associates that align with the refund cut-off date established for the programs.

### B. Purpose

To establish a fair refund policy that considers the best interests of the members and the organization.

### C. Process and Content

1. For each conference and seminar the appropriate committees determine the refund cut-off date.
2. All Conference/Seminar/Workshop fees must be paid thirty (30) days in advance. A Purchase Order does not constitute payment.
3. The refund cut-off date is determined by the last day the facility must be notified of conference or seminar attendance and upon which KASBO guarantees a minimum payment to said facility.
4. The refund cut-off date signifies an economic commitment by KASBO. Failure to meet the guaranteed minimum participation results in a financial loss for the organization that is borne by all members.
5. The refund cut-off date shall be clearly indicated on all conference and seminar registration materials provided to the membership.
6. No refunds shall be permitted for conferences, workshops and seminars after the published refund cut-off date, but substitutions are permitted.
7. A written (e-mail) refund request must be made to the Conference Committee on or before the established cut-off date.
8. The Conference Committee must submit the refund request, if approved, to the Treasurer within thirty (30) days of the established cut-off date.
9. The Treasurer will issue the refund within fifteen (15) days of receipt of the request from the Conference Committee.
10. Registrations and payments received less than 30 days prior to the event will incur a \$50 fee.
11. A Purchase Order does not constitute payment for "Early Bird" discounts.

## RESOLUTIONS

### A. Purpose

To establish a definition of a resolution and to

establish a uniform format for resolution introduction and adoption.

### B. Definition

A resolution is a formal expression of a position adopted by the Association.

### C. Process and Content

1. Any member in good standing can present a resolution to the Chair of the Committee on Resolutions on prescribed forms.
2. The Committee shall draft a position on all resolutions.
3. All resolutions shall be presented to the general membership at a general membership meeting.

## SEMINARS AND WORKSHOPS

### A. Purpose

To establish guidelines for sponsoring special workshops, seminars, and similar educational training programs.

### B. Process and Content

1. Workshops and seminars shall be scheduled when a need has been established by the members and/or the Board of Directors.
2. All special workshops and seminars shall be approved by the Board of Directors.
3. The use of the business community to cosponsor workshops and seminars shall be permitted, provided the programs are educational in content.
4. The Board of Directors may set participation fee to cover expenses incurred in presenting/conducting workshops.
5. Registrants for all KASBO workshops/seminars shall pay the full registration fees prior to attending any sessions.
6. Presenters may attend the conference without fees. This exemption does not apply to panel presenters.

## SPONSORSHIPS

### A. Purpose

To establish guidelines for accepting sponsorships and contributions for activities of the Association.

### B. Definitions

Sponsorship: Cash, merchandise, given for discretionary use by the Association.

### C. Process and Content

1. Sponsorships and contributions will be accepted only from organizations that (per a majority vote of the Board of Directors) subscribe to and support the Aims and Objectives of the Association as set forth in the Constitution and will be used as a means of offsetting

- the costs of operating the Association.
2. Sponsorships and contributions will be acknowledged by the Association by such means as an appropriate listing in one or more publications or placement of a sign or placard at a general membership meeting.
  3. Sponsorships provided for meetings of the Association that include vendor exhibits will be restricted to those organizations that meet the qualifications specified in the policy on vendor presentations.
  4. Rates for sponsorships of particular activities or functions will be set by the Board of Directors at least ninety days prior to each activity.
  5. Business Associate members shall receive preferential rates and/or other special consideration in sponsoring activities or functions.

#### **TRAVEL**

##### **A. Purpose**

To establish standards for the reimbursement of travel expenses incurred on behalf of the Association by its employee(s), officer(s) and director(s).

##### **B. Process and Content**

1. A travel budget will be established as a part of the annual budget process.
2. Travel shall be made by common carrier or private automobile, whichever is less, unless otherwise approved by the President.
3. The Association shall reimburse actual travel expenses incurred for the cost of common carrier transportation. Travelers shall attempt to secure the least cost fares available. Receipts for transportation expenses shall be required.
4. Use of private automobiles for Association business shall be reimbursed at the rate set by the Commonwealth of Kentucky.
5. All out of state travel shall be pre-approved by the Board.

#### **VENDOR PRESENTATIONS**

##### **A. Purpose**

To define the process by which commercial organizations may make presentations at KASBO conferences, seminars, and workshops.

##### **B. Process and Content**

1. Commercial organizations (vendors) may participate in meetings and other official information dissemination functions of KASBO provided that they meet the following requirements:
  - a. The information being disseminated is

- a. of an educational nature and not a promotional demonstration for that particular presenter, company, and/or product.
- b. Presentations may only address professional development and the betterment of school business officials. The content of all presentations must consider "Best Practices" information.

2. Those planning workshops, conferences, or informational sessions shall take this into consideration prior to planning and/or scheduling any event.

# JOB DESCRIPTIONS

---

## BOARD OF DIRECTORS

### Function

The Board of Directors shall be the governing board of the Association and shall have the authority to execute its duties of meeting the objectives of the Association, managing its finances and properties, conferring professional certification, and establishing the necessary policies and procedures as the needs arise.

The membership of the Board of Directors shall consist of the President, President-elect, Vice President, Secretary, Treasurer, Immediate Past President, and six Directors elected from the membership at large.

The President, with consent of the Board of Directors, may appoint ex-officio members of the Board.

### Reports To

The General Membership

### Duties and Responsibilities

The Board of Directors shall be vested with the power to call special meetings of the Association and to designate the date, time, and place of any such meetings, together with a reason for calling such special meetings to be stated to the membership at least twenty (20) days prior to the date of the meeting.

The Board of Directors shall annually, during their first meeting, select or confirm the appointment of the Conference Planner.

The Board of Directors shall have the power to reschedule a general membership meeting of the Association if the interest of the Association shall require it.

Board of Directors members assume their duties officially on July 1 following the annual election. The Board of Directors shall receive from the Constitution and Bylaws Committee all proposals for changes for their comment not later than fifteen (15) days prior to distribution to the general membership.

The President shall preside at all Board of Directors meetings, or the President-elect in the absence of the President.

The Board of Directors shall approve all Resolutions prior to presentation to the General Membership.

The Board of Directors shall receive Committee reports.

The Board of Directors shall approve the annual budget prior to the beginning of the fiscal year and see that it is implemented according to the policy on Financial Matters. The Board of Directors shall determine the amount of annual dues for membership in the Association.

The Board shall establish all rates for advertising and sponsorships relative to all publications and conferences.

Affiliation with other organizations and endorsement for leadership roles in affiliate organizations shall be approved by the Board of Directors.

All Association contracts must be approved by the Board of Directors and signed by the President.

The Board of Directors shall receive a nomination slate at the first meeting of each calendar year.

The Board of Directors shall receive a copy of all Executive Committee meetings and any action taken by the Executive Committee shall be presented to the Board of Directors at the next regularly scheduled meeting.

The Board of Directors shall approve all job descriptions and the writing of the job descriptions shall be the responsibility of the President-elect.

The Board of Directors shall approve all Policies.

The Board of Directors shall read and study all committee reports, and other educational reports and articles to assist the Board of Directors in the effective operation of the Association.

The Board of Directors shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The members of the Board of Directors shall serve for a period of time as stipulated in the Constitution and Bylaws.

## EXECUTIVE COMMITTEE

### Function

The Executive Committee shall conduct affairs of the Association as directed by the Board and guide the operations of the branches of the Association. The Committee shall have the authority to make decisions that are non-policy related issues. The Committee shall make recommendations to the Board that require Board action and approval.

The membership of the Executive Committee shall consist of the President, President-elect, Vice President, Secretary, Treasurer, Immediate Past President, and Conference Planner (serves as a nonvoting member).

### Reports To

The Board of Directors

### Duties and Responsibilities

The Executive Committee shall meet at the request of the President and shall administer the policies determined by the Board of Directors and conduct the affairs of the Association during the intervals between meetings of the Board of Directors.

The Executive Committee members assume their duties officially on July 1 following the annual election.

The President shall present Executive Committee meeting reports to the Board of Directors.

The Executive Committee shall present to the Board agenda items for consideration as introduced by any committee or individual persons of the membership.

The Executive Committee shall refer items for action/consideration to committees or individuals.

The Executive Committee shall review the operations of the Association and present recommendations for continuous improvement to the Board.

## PRESIDENT

### Function

The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee. The President shall have general supervision of the affairs of the Association and shall perform the duties normally expected of the chief executive of such an association.

### Reports To

The Board of Directors

### Duties and Responsibilities

The President shall have the overall responsibility for the preparation of the programs for the meetings of the Association and shall have the power to modify or change the program if the best interests of the Association are served thereby, provided such changes do not conflict with the provisions of the Constitution and Bylaws.

The President shall appoint all committees as provided for in the Constitution and Bylaws and any other committee deemed necessary by the resident and shall be an ex-officio member of all committees.

The President may attend the annual ASBO International Conference if the Board of Directors so directs, with the expenses to be covered as specified by the Board. The President shall be a member of ASBO International with the annual dues to be paid by KASBO while in office.

All contracts must be reviewed for clarity and content by the President and shall be signed by the President, or the Treasurer in his/her absence.

Attend all Board of Directors meetings, Executive Committee meetings, the fall conference, and the Annual Spring Conference.

The President may assign special projects and arrange for the orientation of new Board members and the development of a long-range organizational plan.

The President shall be familiar with KASBO policies, the Constitution and Bylaws, all scheduled workshops, seminars, and review all publications.

The President shall assign duties and responsibilities to all Directors-at-Large.

The Executive Committee shall meet at the request of the President.

The President may assign other non-specified duties to the President-elect, Vice President, Secretary, Treasurer, Immediate Past President, and the Conference Planner.

The President shall be a member of the Board of Directors and may appoint Ex-Officio members of the Board with approval of the Board of Directors.

At the first regularly scheduled Board meeting the President shall announce the number of Board members needed for a Board quorum.

The President shall provide written articles for inclusion in the newsletter or other publications of the Association.

The President shall read and study all committee reports and other educational reports and articles, to assist the Board of Directors in the effective operation of the Association.

The President shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The President shall serve for one year and then serve for one year as Immediate Past President.

### **Specific Duties**

Arrange for speakers at all general sessions. (Fall and Spring)

Complete history of presidency for KASBO historical files.

Be aware of the coordinated effort by the Committee on Conference Arrangements, the Committee on Exhibits, the Committee on Awards, the Committee on Resolutions, and any other committee directly involved in the fall and spring conferences and provide suggestions and ideas for the successful completion of the conferences.

At the conclusion of the President's term of office, provide the incoming President with all manuals and other documents that pertain to the Presidency.

### **PRESIDENT-ELECT**

#### **Function**

The President-elect shall exercise all of the functions of the President in his or her absence and shall be directly responsible for coordinating the activities of the Conference Planner in the preparation of programs for all Association meetings. The President-elect shall perform any other duties not herein specified which maybe assigned by the President and he/she shall be the official liaison with ASBO International.

#### **Reports To**

The President and the Board of Directors

### **Duties and Responsibilities**

The President-elect may attend the annual ASBO International Conference if the Board of Directors so directs, with the expenses to be covered as specified by the Board.

All proposed contracts shall be reviewed by the President-elect and the Conference Planner for content and clarity of intent.

The President-elect shall attend all Board of Directors meetings, Executive Committee meetings, the fall conference, and the Annual Spring Conference.

The President-elect shall assist the President with special projects, annual orientation of new Board members, and the development of a long-range organizational plan.

The President-elect shall be familiar with KASBO policies, the Constitution and Bylaws, all Association publications, annual schedule, and all scheduled workshops, seminars, and conferences.

The President-elect shall participate in committee meetings as a Board representative when possible. Serve as a committee chair when assigned by the President or specified in the Constitution and Bylaws, and/or policy handbook.

The President-elect shall provide written articles for inclusion in the newsletter or other publications of the Association.

The President-elect shall read and study all committee reports and other educational reports and articles, to assist the Board of Directors in the effective operation of the Association.

The President-elect shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The President-elect shall succeed the President and then serve for one year as Immediate Past President.

### **VICE PRESIDENT**

#### **Function**

The Vice President shall be responsible for attending all Board of Directors meetings, Executive Committee meetings, assist the President and Board in conducting KASBO business, and be the official

officer in promoting and conducting annual membership drives.

**Reports To**

The President and the Board of Directors

**Duties and Responsibilities**

The Vice President shall be specifically responsible for making all members aware of the Association's activities and the benefits of membership.

The Vice President shall attend all Executive Committee meetings and Board of Directors meetings.

When possible, the Vice President shall attend the various committee meetings, in order to become more aware of the total operation of the organization.

Following his/her term, the Vice President shall automatically become President-elect of KASBO.

The Vice President shall assume other reasonable duties assigned by the President or the Board of Directors.

The Vice President shall read and study reports and research to assist the Board of Directors in the effective operation of the Association. The Vice President shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The incoming Vice President on even fiscal years shall serve as Chair of the Professional Development Committee for a period of two consecutive years.

The incoming Vice President on odd fiscal years shall serve as Chair of the Strategic Planning Committee for a period of two consecutive years.

This elected position is for a period of one year.

**IMMEDIATE PAST PRESIDENT**

**Function**

The Immediate Past President shall be a member of the Executive Committee and the Board of Directors and shall preside over the Past Presidents Council. The Immediate Past President shall perform any other duty which may be assigned by the President.

**Reports To**

The President and the Board of Directors

**Duties and Responsibilities**

The Immediate Past President shall be a member of the Executive Committee and attend all meetings called by the President.

The Immediate Past President is a member of the Board of Directors and shall attend all scheduled meetings of the Board.

The Immediate Past President shall assume other reasonable duties assigned by the President or the Board of Directors.

The Immediate Past President shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

This position is for a period of one year.

**SECRETARY**

**Function**

The Secretary serves as recording secretary for two consecutive years. Major functions of this position are to record, present, and maintain an official typed copy of all Board of Directors meetings. Incumbent must possess an updated copy and have general knowledge of the policies and procedures of KASBO

**Reports To**

The President and the Board of Directors

**Duties and Responsibilities**

The Secretary shall attend all Board of Directors and Executive Committee meetings. Record minutes at the Board meetings and two general sessions. Submit all minutes to the Board in typed format for Board approval.

The Secretary shall submit minutes of the general sessions to the Board for review and to the general membership for approval.

The Secretary shall submit minutes to the President or designee for review prior to submission to the Board and general membership for approval.

The Secretary shall distribute (1) copy of the minutes to each Executive Committee member.

The Secretary shall provide and collect a sign-in sheet at all Board meetings indicating all members present, for inclusion in the official minutes.

The Secretary shall maintain all secretarial minutes and written reports in a binder and sort the contents on a monthly basis.

The Secretary shall assume other reasonable duties assigned by the President or the Board of Directors.

The Secretary shall read and study educational reports and research to assist the Board of Directors in the effective operation of the Association.

The Secretary shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The term of service shall be for a period of two years, and is not limited to one term.

#### **CONFERENCE PLANNER**

##### **Function**

The Conference Planner shall be a part-time position which serves the President and the Board of Directors.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

Day-to-day operations of the Association under the direction of the Board of Directors.

With the Treasurer, coordinate and facilitate the payment of Association expenses.

Attend and coordinate physical arrangements for all Board and Executive Committee meetings.

Attend meetings and conferences of other organizations as appropriate.

Ensure continuous accuracy of the online roster, and publish the annual membership directory.

Assemble, edit and distribute newsletters and the membership directory.

With the Budget Committee prepare the annual budget.

Perform other duties as assigned by the President and Board of Directors.

#### **Evaluation**

An annual summative evaluation shall be conducted during the month of March, prior to the adoption of the annual budget. The mid-year formative evaluation shall be conducted during the month of September.

#### **TREASURER**

##### **Function**

The Treasurer shall be responsible for the recordation, classification, and summarization of the Association's financial activity. In carrying out this responsibility, the Treasurer examines and evaluates the propriety of accounting and management procedures, measurements, communications, and internal controls to ensure that records are reliable and controls are adequate.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Treasurer shall keep a correct account between the Association and its members; and shall receive all monies due the Association; and shall hold in safekeeping all Association funds.

At the annual meeting the Treasurer shall furnish the President with a statement showing the actual financial condition of the Association.

The Treasurer shall become bonded.

The Treasurer shall pay all claims approved; keep a correct ledger account of all receipts and disbursements; implement the Board of Directors' Policy on Financial Matters; and close and balance the Association's books as of June 30 of each year by August 1, furnishing the incoming President with a complete financial statement.

The Treasurer shall transfer to the successor in office Association monies, books, papers, and other records and property in accordance with the Board of Directors Records Retention Policy.

The Treasurer shall recommend any change to banking arrangements for both the checking and investment accounts to the Board of Directors for approval at the beginning of each fiscal year.

The Treasurer's Report shall be presented to the Executive Committee and Board of Directors at each regular meeting. The Treasurer shall summarize the

transactions of the Association, and prepare a monthly trial balance and bank reconciliation.

The Treasurer shall be a member of the Budget Committee, which shall present a proposed budget to the Board of Directors for preliminary review at the March meeting and final approval at the May meeting, to be effective July 1.

The Treasurer shall see that the Association utilizes a systematic procedure through an approved check request form for the disbursement of all KASBO funds.

The Treasurer shall attend all Board of Directors and Executive Committee meetings.

Any financial issue of concern to the Treasurer shall be reported to the Board of Directors.

The Treasurer shall contact annually an independent certified accountant/firm, selected by the Board, to conduct, at a minimum, a year-end review. The report must be completed by September 30 and presented at the fall conference.

The Treasurer shall pay/write bills within 30 days, taking discounts if applicable, and evaluate supporting documentation prior to recording a journal entry and/or disbursing cash.

The Treasurer shall assume other reasonable duties assigned by the President or the Board of Directors.

The Treasurer shall read and study educational reports and research to assist the Board of Directors in the effective operation of the Association.

The Treasurer shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

This elected position is for a period of two years and is not limited to one term.

#### **CHAIR, COMMITTEE ON BUDGET**

##### **Function**

The Chairperson shall be responsible for ensuring that the committee proposes an annual budget for the organization and for presenting it to the Board of Directors for approval.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Chairperson shall obtain annual financial needs from committee chairpersons and the Board of Directors.

Present the budget report to the Board of Directors for approval.

Contribute articles to newsletters.

The Chairperson shall convene the Committee to determine the budget for the following year.

This position is subject to annual appointment by the President.

#### **CHAIR, COMMITTEE ON CONFERENCE ARRANGEMENTS**

##### **Function**

The Committee on Conference Arrangements Chairperson shall be responsible for all arrangements and organization of the fall and spring conferences; to maintain an active committee that will plan and suggest improvements to the conferences, and make recommendations as to the cost structure; to report to The Board of Directors on the progress made by the Committee; to be responsible for the budgets for the conferences and assist the Committee on Exhibits in the exhibit of products at the spring conference as well as the President and Conference Planner with sponsorship presentations at both conferences.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Chairperson shall determine location, date, and time of meetings of the Committee on Conference Arrangements; chair all meetings; and have minutes taken when necessary.

The Chairperson shall solicit new members for the Committee and encourage committee attendance at all meetings, through a written notification process.

In August, the Chairperson shall present to the Board of Directors the suggested registration fee for the fall conference. Presentation to include all supporting revenues and expenditures.

The Chairperson shall present to the Board of Directors the suggested registration fee for the

annual spring conference. Presentation to include all supporting revenues and expenditures.

Following committee discussion and review, the Chairperson shall work with the conference site, caterers, entertainers, lodging site(s), and restaurants. All work will be reported, in writing, for approval by the Board of Directors.

In deliberations with the Committee, the Chairperson shall determine the member and speaker gifts that will be distributed.

The chairperson shall be responsible for coordinating all correspondence between conference sites, lodging sites, audio/video suppliers, caterers, entertainers, security agencies, restaurants, committee members and officers.

The Chairperson shall receive, approve, and forward all bills to the Treasurer accompanied by check request forms. Apprise Treasurer when checks will be physically needed at the conferences.

The Chairperson shall maintain a close working relationship with the Chair of the Committee on Exhibits to ensure that arrangements are detailed and completed for the conference. Coordinate all necessary assignments and forward pertinent information to the Chair.

The Chairperson shall provide the Conference Planner with all session room assignments during the first week in September for inclusion in the fall conference and during the first week in February for inclusion in the spring program.

The Chairperson shall assign committee responsibilities for both conferences to ensure that all functions are adequately staffed.

The Chairperson shall coordinate the audiovisual needs at the conferences.

The Chairperson shall coordinate the procurement of session facilitators for the fall and spring conferences.

The Chairperson shall assist the Board of Directors with any special needs they may have before or during the conferences.

The Chairperson shall prepare a Conference report for the Board of Directors.

Working with members of the Committee on Conference Arrangements, the Exhibits Chair, and the Board of Directors, the Chairperson shall prepare required conference schedules.

The Chairperson shall be responsible for member comments and evaluations relative to the conferences. He/she shall report same to Committee on Conference Arrangements and the Board of Directors for review and recommended changes at future conferences.

The Chairperson shall maintain a checklist for both conferences detailing all functions and associated tasks and requirements. The check list should note all relevant due dates.

The Chairperson shall forward a checklist letter to the hotel and conference site managers prior to the conferences that reviews the basic needs of the Association as previously agreed to in the respective contracts.

The Chairperson shall assume other reasonable duties as assigned by the President or the Board of Directors.

The Chairperson shall read and study educational reports and research to assist the Board of Directors in the effective operation of the Association.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

This position is subject to annual appointment by the President.

## **CHAIR, COMMITTEE ON CONSTITUTION AND BYLAWS**

### **Function**

The Chairperson, Committee on Constitution and Bylaws shall, in addition to an annual review, receive and evaluate all requests for changes to the Constitution, Bylaws, and Policies and Procedures and make recommendations to the Board of Directors concerning their adoption.

### **Reports To**

The President and the Board of Directors

### **Duties and Responsibilities**

All proposals for changes or additions to the

Constitution or Bylaws shall be submitted to the Committee on Constitution and Bylaws for recommendation (preferably in writing).

The Chairperson shall see that the Committee submits its recommendations to the Board of Directors for comment not later than fifteen (15) calendar days prior to distribution to the membership.

Proposed changes/additions shall be distributed to the general membership not later than fifteen (15) calendar days prior to the next meeting of the membership (fall or spring conference). Such changes or additions must be acted upon by the Association.

Changes to the Constitution and Bylaws shall be determined by a two-thirds majority of members present and voting.

All proposals for changes or additions to Policies and Procedures shall be submitted to the Committee.

The Committee shall submit its recommendation for change in Policies and Procedures to the Board of Directors. Such changes shall be determined by a majority of the Board members present and voting.

The Chairperson shall call meetings of the committee as needed.

The Chairperson shall prepare drafts of proposed changes and send to Conference Planner for inclusion in the appropriate newsletter or bulletin.

The Chairperson shall be responsible for encouraging a continuing membership review and study of the Constitution and Bylaws so the document will always reflect the appropriate ways and means of operating a forward looking and vigorous organization.

The Chairperson shall provide written articles for inclusion in the newsletter or other publications of the Association.

The Chairperson shall read and study educational reports and research to assist the Board of Directors in the effective operation of the Association.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

This position is subject to annual appointment by the President.

## **CHAIR, COMMITTEE ON EXHIBITS**

### **Function**

The Chairperson, Committee on Exhibits shall be responsible for maintaining an active exhibitor file, a record of exhibitor participation, and, following committee deliberations, recommending to the Board of Directors appropriate booth rental fees, Committee on Exhibits budget, exhibitor contracts, and, in coordination with the Committee on Conference Arrangements, organize, supervise, and implement the annual exhibit of products at the spring conference as directed by the Board of Directors.

### **Reports To**

The President and the Board of Directors

### **Duties and Responsibilities**

The Chairperson shall determine location, date, and time of regularly scheduled monthly Committee on Exhibits meetings commencing in September and concluding with a luncheon meeting in June. Chair all meetings and appoint a person to record minutes.

The Chairperson shall solicit new members for the Committee, and encourage members attendance at all meetings, through a written notification process.

The Chairperson shall ensure that all potential exhibitors are contacted in writing. This is to be followed up with phone calls by Committee members.

The Chairperson shall be responsible for making all booth assignments according to administrative procedures and past practices.

The Chairperson shall be responsible for coordinating all correspondence between exhibitors, Committee members, Officers, and the Convention Center.

The Chairperson shall prepare sponsorship letters and notify all business members and exhibitors of the sponsorship program in effect at the spring conference.

The Chairperson shall maintain a close working relationship with the Chair of the Committee on Conference Arrangements to ensure that arrangements are detailed and completed for the conference. He/she shall coordinate all necessary assignments.

The Chairperson shall maintain a current file of signed exhibitor contracts for Committee review each year.

The Chairperson shall conduct a meeting with exhibitors in Kentucky and have the meeting advertised in the newsletter and the spring conference program.

The Chairperson shall provide a verbal report about the exhibits show to the Conference attendees at the General Session, as designated by the President.

The Chairperson shall assign Committee responsibilities in Kentucky to ensure that all exhibitors are properly checked in and that the exhibits area is prepared by the decorating company in a timely manner.

The Chairperson shall acquire from the Executive Director labels and a cover letter for initial mailing to all exhibitors listed in the database. Specific Conference responsibilities are as follows:

1. Ensure that the decorator provides a sign for each exhibitor.
2. Ensure that all mailings are distributed in a timely manner.

The Chairperson shall assume other reasonable duties, as assigned by the President or the Board of Directors.

The Chairperson shall read and study educational research and reports to assist the Board of Directors in the effective operation of the Association.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

This position is subject to annual appointment by the President.

### **CHAIR, COMMITTEE ON NOMINATIONS**

#### **Function**

The Chairperson, Committee on Nominations shall be responsible for having the Committee on nominations nominate persons for elective office as prescribed by the Constitution and Bylaws. The Chair shall define and administer the process as detailed in the Policy handbook.

The Chair shall serve for a period of one year.

#### **Reports To**

The President and the Board of Directors

#### **Duties and Responsibilities**

The Chairperson shall request that Liaison Representatives forward names of voting members who are able and willing to perform the required duties of office in KASBO.

The Chairperson shall request from the general membership, through the October KASBO Newsletter, names of potential candidates for the Committee on Nominations to consider when filling present or future elective offices.

During the month of December, the Chairperson shall convene the Committee on Nominations. This committee shall consist of at least four additional active members of the Association. The list of potential nominees for elective office shall be examined by the Committee and in the selection of nominees shall endeavor to present a balanced representation of proposed candidates by race, gender, and geographical location.

The Chairperson shall submit a slate of names to the Board of Directors at the January meeting.

The Chairperson shall provide a typed copy of the complete list of nominations to the Conference Planner during the first week of February, for inclusion in the April issue of the KASBO Newsletter.

The Chairperson shall have arranged for a complete ballot of nominees to be available for use at the annual meeting, should nominations be made from the floor. Said ballots shall have provisions for write-ins for each elective office.

The Chairperson shall present the complete slate of nominations at the spring conference First General Session and request floor nominations at that time.

The Chairperson shall conduct the election of officers as presented and/or nominated from the floor at the Second General Session.

The Chairperson shall assume other reasonable duties as assigned by the President or the Board of Directors.

The Chairperson shall read and study educational reports and research to assist the Board of Directors in the effective operation of the Association.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The Immediate Past President shall serve as Chair of the Nominations Committee.

#### **CHAIR, COMMITTEE ON PROFESSIONAL DEVELOPMENT**

##### **Function**

The Chairperson, Committee on Professional Development shall ensure that the committee provides a cohesive direction to all professional development activities of the organization.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Chairperson shall coordinate and chair regularly scheduled Professional Development Committee meetings.

The Chairperson shall develop a plan for year-round workshops and Spring Conference general breakout sessions.

The Chairperson shall periodically provide a committee update to the Board of Directors.

The Chairperson shall ensure that workshops and sessions are well planned, scheduled, and delivered on time and within budget. Sessions should provide a variety of content and meet the needs of the membership.

The Chairperson shall develop a year-end evaluation report that summarizes the effectiveness of the year's workshops and conference sessions.

The Chairperson shall work with the Board of Directors and other organizations in developing degree program opportunities and leadership and management training opportunities for the membership.

The Chairperson shall support Board of Directors in periodic review and update of Vision, Mission, and Strategic Plan.

The Chairperson shall contribute articles to newsletters.

The incoming Vice President on even fiscal years shall serve as Chair of the Professional

Development Committee for a period of two consecutive years.

#### **CHAIR, COMMITTEE SCHOLARSHIP**

##### **Function**

The Chairperson shall be responsible for the preparation and dissemination of scholarship applications, review and recommendation of scholarship awards, payment of awards, and tracking of scholarship recipients.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Chairperson shall create and disseminate guidelines, applications, and brochures.

The Chairperson shall determine location, date, and time of scholarship applications review.

The Chairperson shall present the recommendations of the Scholarship Committee to the Board of Directors.

The Chairperson shall notify scholarship winners in writing of award.

The Chairperson shall invite and host scholarship recipients at spring KASBO conference, as scheduled by the conference arrangements committee. Confirm arrangements with the Conference Arrangements Chairperson.

The Chairperson shall provide a verbal report about the scholarship winners at the spring conference, as scheduled by the Conference Arrangements Committee.

The Chairperson shall submit two written articles to the newsletter per year, once to advertise availability of scholarships and once to inform of winners.

The Chairperson shall submit scholarship bills for payment in a timely manner and according to KASBO policies.

The Chairperson shall submit a written annual report to the President.

The Chairperson shall attend Board meetings as an Ex-Officio member, and provide committee reports when requested.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and

integral part of all facets of education at the local, state, and national levels.

The position is subject to annual appointment by the President.

#### **CHAIR, COMMITTEE STRATEGIC PLANNING**

##### **Function**

The Chairperson shall be responsible for the preparation and implementation of the KASBO Strategic Plan.

##### **Reports To**

The President and the Board of Directors

##### **Duties and Responsibilities**

The Chairperson shall create and disseminate the KASBO Strategic Plan.

The Chairperson shall determine location, date, and time of Strategic Plan Committee meetings.

The Chairperson shall present the recommendations of the Strategic Plan Committee to the Board of Directors.

The Chairperson shall submit a written annual report to the President.

The Chairperson shall constantly seek new members, assist in the development and training of members, and strive to make KASBO a highly respected and integral part of all facets of education at the local, state, and national levels.

The incoming Vice President on odd fiscal years shall serve as Chair of the Strategic Planning Committee for a period of two consecutive years.