

CONSTITUTION OF THE LOUISIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

As Amended Through March 16, 2017

ARTICLE I

Name

Section 1. The name of the Association shall be:

LOUISIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

ARTICLE II

Objectives

Section 1. The objectives of this organization shall be:

- A. To provide the means whereby those engaged in the business administration of schools of the State of Louisiana can meet and discuss and study all phases of school business administration.
- B. To cooperate with other organizations for the betterment of public education.
- C. To strive constantly for the highest standards of ethics, efficiency and economy in business methods and practice.
- D. To work for the improvement of qualifications of school business officials.

ARTICLE III

Membership

Section 1. Active membership shall consist of:

- A. Persons employed in the administration of public, parochial and private schools of Louisiana, whose physical workplace is located in Louisiana, such as: accounting; purchasing; transportation; plant operation; maintenance or construction; school nutrition services; federal programs; personnel; management information services.
- B. Parish and city school superintendents.
- C. Officials and employees of the State Department of Education who are particularly concerned with the business administration of public schools of the State of Louisiana.
- D. Members of the faculty and staff of the various colleges and universities of the State of Louisiana who are particularly interested or concerned with the business administration of schools.

- E. Honorary memberships shall be limited to former officials of the Association who are no longer employed in school administration. Upon retirement of a LASBO Past President from active school business an honorary membership will be awarded.
- F. Emeritus memberships shall be limited to former members of this Association who have retired from active school business and qualify for retirement pay for such services and desire to maintain their membership in the Association.

Section 2. Each person eligible to become an active member and having paid the annual dues for the current year shall be entitled to the privileges of membership.

Section 3. Honorary members may be elected at the annual meeting.

Section 4. An Associate Member shall be an individual, commercially interested in the field of school business management, including exhibitors, business firms, advertisers, professional engineers, architects, certified public accountants, or other business related professionals having paid the annual dues for the current year. This membership is non-voting and non-office holding.

ARTICLE IV

Officers and Directors

Section 1. The officers of the Association shall be a President, a President-Elect, a Vice-President, a Secretary, a Financial Secretary, a Treasurer, a Louisiana Department of Education Liaison and eight (8) Directors. The Board of Directors shall be composed of one director from each of the eight (8) Geographical Districts and the Immediate Past President. The Louisiana State Director for the Southeastern Association of School Business Officials (SASBO) shall be an ex-officio member of the Board of Directors.

Section 2. The President, President-Elect, Vice-President, and designated Directors from the eight Geographical Districts shall be elected annually at the annual conference of the Association for a term of office to end ten (10) days after the adjournment of the following conference. The Secretary, Financial Secretary and Treasurer shall be appointed at the annual conference by the President-Elect. The Vice-President shall be advanced automatically in succeeding years to President-Elect and then to President of the Association. The Directors from the eight (8) Geographical Districts shall serve terms of two years with four members being elected each year. The Immediate Past President shall serve a term of one year immediately following his term as President. The Louisiana State Director for the Southeastern Association of School Business Officials (SASBO) shall be appointed by the President, and approved by the Board of Directors, for a three-year term beginning with the 1999 Conference. The Louisiana Department of Education Liaison shall be appointed by the President for a three-year term beginning with the 2011 Conference.

Section 3. The duties of the officers shall be:

- A. The President shall be the executive officer of the Association and shall preside over all meetings. He or she shall be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of President.
- B. The President-Elect and Vice-President shall assume the duties and responsibilities of the President in his or her absence and shall assume all other duties that usually pertain to the office.

- C. The Secretary shall keep the records of all minutes of the meetings of the Association and shall assume all other duties that usually pertain to this office.
- D. The Financial Secretary shall collect all monies due to the Association and deposit in the appropriate depository of the Association. He or she shall disburse all payments owed by the Association from the appropriate depository of the Association.
- E. The Treasurer shall keep records of the attendance and membership and shall assume all other duties that usually pertain to this office. He or she shall also make annual financial statements and reports to the Association and serve as Membership Chairman for the Association. He or she shall serve as the primary liaison between the Board and the external auditors.

Section 4.

In the event an officer's position becomes vacant due to death, resignation, or any other cause, the Executive Committee shall fill such vacancy in the following manner:

- A. The office of President is to be filled by designating the then President-Elect to be Acting President for the remainder of the current year, in addition to his duties as President-Elect.
- B. The President-Elect's office is to be filled by the then Vice-President.
- C. The Vice-President's office is to be filled from the active membership.
- D. The Secretary's office is to be filled from the active membership.
- E. The Financial Secretary's office is to be filled from the active membership.
- F. The Treasurer's office is to be filled from the active membership.
- G. Any Director's vacancy is to be filled from the active membership in the vacant district.
- H. If vacancies cannot be filled by the above procedures, the Executive Committee is authorized to take whatever action is necessary to fill offices.

Section 5.

Each Geographical District is represented by the following parishes: (Refer to map on Page 13)

- District No. 1** Jefferson, Lafourche, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, Terrebonne.
- District No. 2** Ascension, Assumption, Baker City, Central Comm. School, E. Baton Rouge, Iberville, St. James, W. Baton Rouge, Zachary City.
- District No. 3** Iberia, Lafayette, Point Coupee, St. Landry, St. Martin, St. Mary, Vermilion.
- District No. 4** Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster.
- District No. 5** City of Monroe, East Carroll, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Union, West Carroll.
- District No. 6** City of Bogalusa, East Feliciana, Livingston, St. Helena, St. Tammany,

Tangipahoa, Washington, West Feliciana.

District No. 7 Acadia, Allen, Beauregard, Calcasieu, Cameron, Evangeline, Jefferson Davis, Vernon.

District No. 8 Avoyelles, Caldwell, Catahoula, Concordia, Franklin, Grant, LaSalle, Rapides, Tensas, Winn.

Section 6. The duties of the eight (8) Directors shall be:

- A. To establish a school district contact for each parish within the director's geographical district;
- B. To coordinate quarterly activities within the geographical district;
- C. To attend any Board of Director's Meetings when called by the Executive Committee;

ARTICLE V

Executive Committee

Section 1. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Financial Secretary, Treasurer and the Immediate Past President.

Section 2. The Executive Committee shall determine the activities of the Association, approve all bills, and advise the President in matters of general management of the Association.

Section 3. The Executive Committee shall be vested with the power to call special meetings of the Association and to designate the date, time and place of such meetings, together with the reason for calling such a special meeting.

Section 4. The Executive Committee shall meet on the call of the President, such call to be in writing at least ten days before the date of the meeting.

Section 5. The Executive Committee shall be vested with the power to act in the name of the Association between annual meetings on all matters pertaining to the welfare of the organization.

ARTICLE VI

Meetings

Section 1. There shall be one annual meeting of the Association at such time and place as shall be determined by the Executive Committee.

Section 2. Other meetings may be called when in the judgment of the Executive Committee a meeting is necessary.

Section 3. The first organizational meeting of the Board of Directors shall be held at least 90 days after the annual meeting.

ARTICLE VII

Revenue

- Section 1.** Dues shall be payable on a calendar year basis being due and payable on the first day of January.
- Section 2.** The annual dues shall be recommended by the Executive Committee after studying the financial obligations of the Association, and shall be voted upon by the membership at large. Annual Emeritus dues shall be one dollar.
- Section 3.** The Executive Committee is authorized to charge a registration fee for the annual meeting when in their judgment such a fee is necessary to cover the cost of the annual convention.
- Section 4.** The financial records of the Association shall be audited at least once a year.

ARTICLE VIII

Nominations and Elections

- Section 1.** Election of Officers and Directors of the Association shall be held before the adjournment of the annual meeting. The election shall be under the supervision of the Election Committee who shall certify the results.
- Section 2.** Persons interested in becoming an Officer or Director shall submit a nomination form to the Nominating Committee Chairperson.
- Section 3.** Upon review of the nomination form by the Nominating and Election Committees, the candidate will be notified of approval or disapproval. If disapproved, the notification will set forth the reasons.
- Section 4.** Election Rules:
- A. A candidate for director shall have been an active member of LASBO for a least three years and shall be a Certified Louisiana School Business Administrator (CLSBA), Certified Louisiana School Business Official (CLSBO) or a Certified Louisiana School Business Specialist (CLSBS) or be working on completion of same. In the event that no one is certified, nominations will be accepted from the geographical districts' active membership.
 - B. Candidates are required to submit a letter from their Superintendent and/or Board President indicating support and approval of the time and effort required to be a member of the Board of Directors.
 - C. Mailing of campaign literature is prohibited.
 - D. Hospitality functions set up for the purpose of supporting a candidate for director or officer are prohibited.
 - E. No posters or signs of any type supporting the candidacy of any individual may be displayed in any annual meeting facility including hotel lobbies, meeting rooms, hospitality suites, etc. The intent of this rule is the absolute prohibition of campaign poster and signs.
 - F. Badges, buttons, and gadgets supporting the candidacy of an individual for the position of director or officers are prohibited.

- G. Campaign speeches are prohibited.
- H. Violations of the election rules may disqualify candidates. Final decision regarding disqualification will rest with the Board of Directors.

ARTICLE IX

Committees

- Section 1. Committee on Certification:** The President shall appoint each year a Certification Committee of 8 active members of the Association. These members should represent each geographic district and shall serve overlapping three-year terms. The Certification Committee shall review all applications and make recommendations to the LASBO Board of Directors for approval or denial based on the information received in the applications. It shall also be responsible for the administration of the program.
- Section 2. Committee on Constitution and By-Laws:** The President shall appoint each year a Constitution and By-Laws Committee to consist of the Vice-President, who shall serve as chairperson of the committee, and two (2) Directors. The Constitution and By-Laws Committee shall prepare and receive proposals for changes and amendments in the Constitution and By-Laws along with their recommendations to the Association on the floor of the convention.
- Section 3. Committee on Nominations / Elections:** The President shall appoint each year a Nominations / Elections Committee to consist of the President-Elect, who shall serve as chairperson of the committee, the three most recent Past Presidents, and two (2) Directors. The Committee shall receive, and if necessary recruit, one or more active members as candidates for the office of Vice-President and Directors of the Association and present their nominations on the floor of the convention and shall be in charge of and conduct the annual election on the floor of the convention.
- Section 4. Committee on Resolutions:** The President shall appoint each year a Resolution Committee to consist of the President-Elect, who shall serve as chairperson of the committee, and two (2) Directors. The Resolutions Committee shall prepare and receive all resolutions which may be referred to it by the LASBO Board of Directors or by any active member of the Association.
- Section 5. Committee on Scholarships:** The President shall appoint each year a Scholarship Committee Chairperson and two (2) committee members, one of which shall be a Director of the Association, and all of which shall be active members of the Association. The Scholarship Committee shall notify Association members of application procedures and make recommendations of awards to the Board of Directors.
- Section 6. Committee on Membership Recognition:** The Committee on Membership Recognition, comprised of the President, President-Elect, Vice President, Immediate Past-President, Conference Coordinator, and a past president of LASBO appointed by the President, shall review all nominations for the Cypress Award for Career Achievement and the Magnolia Award for Individual Achievement and approve those nominations deemed deserving of recognition for presentation at the Annual Conference according to the terms of the award(s) approved by the Board. The decision of the Committee on Membership Recognition shall be final in all matters related to the Cypress and Magnolia Awards.
- Section 7.** In addition to the six (6) standing committees shown above, the President shall also have the authority of forming other special committees deemed necessary

for the Association.

ARTICLE X

Rules of Order

Section 1. Robert's "Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution. The President shall have the authority to appoint a Parliamentarian.

ARTICLE XI

Changes in Constitution

Section 1. Changes or additions to the Constitution may be made at the annual meeting of this Association, provided any proposed changes, or additions, shall be presented in writing to a member of the Constitution and By-Laws Committee no later than fifteen (15) days prior to the first day of the annual meeting. Such proposals shall then be referred to the committee on "Constitution and By-Laws" for recommendation and may be adopted by the Association at the business session of the annual meeting then in session by a two-thirds majority of the active members present. A two-thirds majority of the active members present shall be necessary to introduce a change or addition to the Constitution not previously referred to the Constitution and By-Laws Committee.

ARTICLE XII

Resolutions

Section 1. Resolutions may be proposed at the annual meeting of this Association, provided any proposed resolution shall be presented in writing to a member of the Resolutions Committee no later than fifteen (15) days prior to the first day of the annual meeting. Such proposals shall then be referred to the committee on "Resolutions" for recommendation and may be adopted by the Association at the business session of the annual meeting then in session by a simple majority of the active members present. A two-thirds majority of the active members present shall be necessary to introduce a resolution not previously referred to the Resolutions Committee.

ARTICLE XIII

Code of Ethics

Section 1. A school business official in Louisiana is a professional dedicated to public service in the schools of this state. As a professional, one's behavior must conform to a code of ethics. The code must be idealistic and practical as applied to members of our profession. School business officials acknowledge that the schools belong to the public and are created for the purpose of offering equal educational opportunity to all citizens of this state. School business officials shall assume the responsibility of providing leadership and expertise as business officials to

maintain exemplary standards of conduct both professionally and morally. It is understood that the business official's actions are observed and appraised by students, fellow professionals and members of the community.

Therefore, and to these ends, members of the Louisiana Association of School Business Officials subscribe to the following statements of standards.

THE LOUISIANA SCHOOL BUSINESS OFFICIAL:

- A. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
- B. Fulfills all professional responsibilities with honesty and integrity.
- C. Obeys all local, state and federal laws which govern his activities and does not knowingly belong to any organization which advocates the overthrow of our form of democratic government.
- D. Implements to the best of his ability the policies of the School Board and the administrative regulations of their superiors.
- E. Avoids the use of his position for personal gain through influence politically, socially, or economically.
- F. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
- G. Accepts academic degrees or professional certification only from accredited and legally constituted institutions.
- H. Honors all contracts until fulfillment or legally released.

ARTICLE XIV

Standards of Conduct

Section 1.

Now, especially, in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

In relationship within the school district it is expected that the School Business Official will:

- A. Support the goals and objectives of the employing school system.
- B. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
- C. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
- D. Assist fellow administrators as appropriate in fulfilling their obligations.

- E. Build the best possible image of the school district.
- F. Refrain from publicly criticizing board members, administrators or other employees.
- G. Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the School Business Official will:

- A. Conduct business honestly, openly and with integrity.
- B. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
- C. Avoid preferential treatment of one's outside interest group, company or individual over another.
- D. Uphold the dignity and decorum of the office in every way.
- E. Avoid using the position for personal gain.
- F. Never accept or offer illegal payment for services rendered.
- G. Refrain from accepting gifts, free services or anything of value or because of any act performed or withheld.
- H. Permit the use of school property only for officially authorized activities.

In relationship with colleagues in other districts and professional associations, it is expected that the School Business Official will:

- A. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
- B. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
- C. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
- D. Accept leadership roles and responsibilities when appropriate, but refrain from taking over any association.
- E. Refrain from using any organization or position of leadership in it for personal gain.

ARTICLE XV

Violation of Code of Ethics or Standards of Conduct

- A. Any member in good standing may file a grievance with the Board of Directors of

the Louisiana Association of School Business Officials against any other member in good standing who has knowingly violated the Code of Ethics or Standards of Conduct of this association.

- B. The Board of Directors upon receipt of a grievance will decide, based upon evidence submitted, whether or not to have a hearing regarding the grievance.
- C. If a hearing is held, the Board of Directors will notify parties and members involved of the time and place of the hearing which will be private and not opened to the public. Notices shall give all parties a reasonable length of time to prepare.
- D. Based upon the evidence and facts presented to the Board of Directors and based upon the seriousness and degree of the violation, the Board of Directors will decide upon the proper punishment, if any, of the member or members.

ARTICLE XVI

Dissolution and Liquidation

Section 1 No member, officer or any private individual shall be entitled to share in the distribution of any of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal exemption for charitable and educational uses and purposes similar to those of this Association, which is not a private foundation within the meaning of the federal tax laws. The exempt organization shall be designated by the final Board of Directors of the Association.

As Amended 3/19/15
As Amended 4/11/13
As Amended 3/24/11
As Amended 4/10/08
As Amended 5/14/03
As Amended 3/11/99
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As Amended 3/12/91
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As Amended 3/23/87
As Amended 3/10/86
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As Amended 3/07/77
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