Preamble

The NEW HAMPSHIRE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (NHASBO) is a non-profit organization formed under Internal Revenue Code Section 501 (c)(3) for the purpose of fostering the improvement of business administration in New Hampshire Schools.

ARTICLE I

Name

The name of the association shall be the NEW HAMPSHIRE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS.

ARTICLE II

Objectives

The New Hampshire Association of School Business Officials is committed to:

Providing for the education of its membership by:

- Exchanging information, techniques and methodology among its members; between its members and other federal, state, and local government agencies, and between its members and businesses, professions and trades.
- Supporting educational programs leading to certification or recertification as a New Hampshire School Business Administrator.
- Sponsoring, and joining with other associations to sponsor, continuing education in administrative practice, law, methodology and management of school business affairs.

Providing leadership in the improvement and advancement of sound business administration in schools by:

- Supporting professional education and experiential requirement for Business Administrators, Finance and Personnel Professional and other school business personnel.
- Giving public voice to the Association membership’s opinion on matters and issues that affect education and school business affairs in New Hampshire.

Promoting close and continuous cooperation, communication, and partnerships including the development of protocols for the formal exchange of views when appropriation, between (and among) the Association and other Education-related Association and Organizations.
ARTICLE III
Membership

The Executive Committee shall bestow membership in the Association under the following membership categories:

A. **Active membership** – Any person who is eligible for active membership who serves as a Superintendent of Schools, Assistant Superintendent, School Business Administrator, school financial officer, school personnel officer, information services director, school facilities supervisor/manager, or food service director/manager in a New Hampshire public or private school system. An active member also includes a member who is in transition for a period of up to three years. Recipients of NHASBO’s Business Administrator Certificate may qualify for active membership for one year following the completion of the certificate program while they transition to a qualifying eligible position. For eligible persons, active membership may be obtained by applying for membership and paying the annual dues.

B. **Honorary membership** – Any person who supports the objectives of NHASBO and does not fit into another category shall be eligible for honorary membership. Honorary members shall pay no annual dues.

C. **Affiliate membership** – Any person, firm, or organization, which supports the objectives of NHASBO may apply for membership through the recommendation of an Active member.

D. **Life membership** – Any person or individual affiliate who has been an active member for ten or more consecutive years, may, upon retirement submit a written application requesting life membership in the Association, which shall be granted. Life members shall be invited to attend all meetings and functions of the Association and shall have non-voting status in Association affairs. Life members shall pay no annual dues.

E. **Certificate Program membership** – Any person who supports the objectives of NHASBO, is currently engaged in NHASBO’s Business Administrator Certificate Program, and does not qualify for membership under one of the other membership categories. Certificate Program members are eligible to attend monthly meetings of the Association and shall have non-voting status in Association affairs. For eligible persons, Certificate Program membership may be obtained by applying for program membership and paying the program application fee. Membership status remains active as long as the member is actively taking the required program of study and will terminate upon completion of the Business Administrator Certificate Program.
ARTICLE IV
Officers

The Officers of the Association shall be President, Vice-President, Secretary and Treasurer selected from active members. The Executive Director is an ex-officio nonvoting member. There shall also be an Executive Committee chaired by the current President and comprised of the current President, the Immediate Past President, Vice-President, Secretary, Treasurer, five Active Members elected by the general membership from the five geographical regions of New Hampshire, wherever possible, and one Active member at large to be elected by the general membership. The duties and responsibilities of officers are outlined in the NHASBO Expectations for Leadership Members document.

The Five Geographical Regions of the state are identified below:

1. The North Country
2. The Lakes Region
3. The South West
4. The South Central
5. The South East

The term of office for the President and Vice-President shall be for a period of two years, beginning with the installation at the June meeting. The Vice-President shall serve with the understanding that he/she will be nominated to become the President. The Secretary and Treasurer shall be elected to three-year terms on a staggered or non-coterminous basis. The five geographical representatives and the member at large shall be elected to 3-year terms on a staggered basis. All elected terms of office will be effective on July 1 following the election.

The President shall preside at all meetings of the Association. In the absence of the President, the Vice-President, the Secretary, or the Treasurer, in that order, shall preside at meetings.

The Executive Director shall represent the organization by filling NHASBO’s seat on the New Hampshire School Administrators Association Executive Committee.

In case of vacancy of the Office of President, the Vice-President shall immediately succeed to the Office of the President and serve for the remainder of the term. In case of a vacancy of any other officer or member of the Executive Committee, the President shall nominate, and the Executive Committee shall approve an active NHASBO member to fill the vacancy for the remainder of the term.

The regular nomination and election of officers shall be conducted during the April meeting of the Association by a majority of the members in attendance. Nomination and elections may be by voice vote or by written ballot as determined by a consensus of the members present.

ARTICLE V
Meetings

The Association shall hold regular meetings no less than four times during the year at a time and place designated by the President. The President, or other members delegated to develop programs, will furnish meeting agendas to the members at least seven days prior to the meetings.
ARTICLE VI
Conduct of Meetings

The President will be guided in the conduct of meetings by the most recently published edition of “Roberts Rules of Order, Revised”. Conflicts over procedures will be decided by a majority vote of the members present.

ARTICLE VII
Amendment of the By-Laws

Amendment of the By-Laws shall be accomplished by majority vote of the Association’s members in attendance.

ARTICLE VIII
Fiscal Operations

The annual budget for the subsequent fiscal year shall be developed by the Treasurer and the Executive Committee. Assessment of dues associated with the proposed budget shall be determined no later than the June meeting. Action on the recommended budget shall be by majority vote of the Association members in attendance.

ARTICLE IX
Dissolution

No part of any income, revenue, and grant of or to the Association shall insure to material pecuniary benefit of a member, officer, or any private individual, and 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.

Amended by vote of the membership: June 13, 1997
Amended by vote of the membership: September 18, 1998
Amended by vote of the membership: April 4, 2000
Amended by vote of the membership: April 8, 2005
Amended by vote of the membership: April 14, 2006
Amended by vote of the membership: April 11, 2008
Amended by vote of the membership: April 20, 2012
Amended by vote of the membership: June 22, 2018