

# **New Mexico Association of School Business Officials**

## **Bylaws**

**Revised: February 20, 2020**

### **Article I. DUTIES OF OFFICIALS**

#### Section 1.01 President

- (a) Preside at all meetings of the Association and of the Executive Board, herein after referred to as Board, and shall have general supervision of the affairs of the Association; and
- (b) Review the program for the general sessions of the annual meeting of the Association, and shall have power to modify or change the program if, in his/her judgment, the best interests of the Association are served thereby, provided such changes do not conflict with the provisions of the Constitution and Bylaws; and
- (c) Appoint all committees not otherwise provided for, and shall be ex-officio member of all committees; and
- (d) Appoint a representative(s) to affiliate organizations.

#### Section 1.02 President-Elect

- (a) The President-Elect shall exercise all the functions of the President in his/her absence.
- (b) Serve as the Chair on the Nominating Committee.
- (c) Perform other duties as assigned by the President.

#### Section 1.03 Past President

- (a) The past-President shall exercise all the functions of the President in his/her absence.
- (b) Assist in organizing and serve on the Nominating Committee.
- (c) Serve as Chair of the Bylaws and Constitution Review Committee.
- (d) And perform other duties as assigned by the President.

#### Section 1.04 Treasurer

- (a) Review monthly financial statements and report to the Board; and
- (d) Serve as the Chair for the Association's Budget and Audit Committees.

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- (f) Perform any other duties not herein specified which may be outlined by the President; and

### **Section 1.05 Executive Board**

- (a) Be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and Bylaws; and
- (b) Meet at the call of the President; and
- (c) Have power to fill vacancies in the body of officers not otherwise provided for; and
- (d) Hire an Executive Director.

### **Section 1.06 Executive Director**

- (a) Be responsible for implementing the goals, policies and mission of NMASBO; and
- (b) Prepare the program for the general sessions of the annual meeting of the Association, and shall have power to modify or change the program if, in his/her judgment, the best interests of the Association are served thereby, provided such changes do not conflict with the provisions of the Constitution and Bylaws; and
- (c) Manage the day-to-day operations of the Association; and
- (d) Perform duties and responsibilities as determined by the Board.

### **Section 1.07 Committees**

- (a) The President may appoint ad hoc committees to accomplish the goals of the Association in addition to established standing committees. A consensus of the Board, recognizing the need of the committee, is desired. The President may appoint a Board Member as chairman of such a committee, along with other members consisting of Board, Association member or person(s) with specific expertise/experience.
- (b) All committees, whether ad hoc, or standing, shall report their findings to the President and Board. Written committee reports should be provided to the Board to document the work of the Association. The use or distribution of these reports will be determined by the Board.

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- (c) Authorizing a committee may create the need for budgetary expenditures. When such costs are recognized, a preliminary cost should be determined, and appropriate budgetary adjustments made by the Board.
- (d) The standing committees and the purpose are:
  - (i) *Bylaws and Constitution – This committee is to review the Bylaws and Constitution and recommend revisions as necessary. This committee may be chaired by the Past President and shall meet, review and report at least biannually.*
  - (ii) *Budget – This committee is to develop the annual budget of the Association. This committee is chaired by the Treasurer.*
  - (iii) *Nominating – This committee is to nominate qualified candidates for Board elections. This committee is chaired by the President-Elect.*
  - (iv) *Communication – The role of this committee is to increase communications to and among members as well as provide up to date information and resources about the Association. The committee will strive to engage members and potential members through personal and professional growth opportunities designed to increase members' knowledge and understanding of school business management.*
  - (v) *Training - The role of this committee is to develop program topics, recruit speakers and moderators, as well as review evaluations for events to meet the membership needs for training and professional development.*
  - (vi) *Scholarship –This committee is to develop scholarship criteria, review the applications make recommendations as to who should be awarded the scholarships. The committee chair will be appointed by the President annually.*

### **Section 1.08 Dues**

- (a) The annual dues of Active General and Associate Members shall be reviewed biannually and be determined by the Board.
- (b) The right to vote and hold office shall be limited to Active General Members whose dues are paid for the current fiscal year.

### **Section 1.09 Voting**

- (a) Changes in the Constitution and Bylaws and all other questions shall be determined by a majority vote of Active General Members.

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### Section 1.10 Membership Years and Fiscal Years

- (a) The membership year and the fiscal year of the Association shall begin July 1.

## **Article II. AWARDS AND RECOGNITION**

### Section 2.01 School Business Official of the Year

- (a) Qualifications:
  - (i) Current Active General Member of NMASBO for at least three (3) years;*
  - (ii) Current position requires at least 75% of time in area related to school finance;*
  - (iii) Demonstrates leadership in school finance administration by contribution to the field state-wide; and*
  - (iv) Holds a current School Business Official's license issued by the New Mexico Public Education Department.*
- (b) Nominations for this award will be solicited from the General Membership of the Association.

### Section 2.02 Friend of NMASBO

- (a) Distinguished Service Award may be awarded to a current member of the Association that has made a significant contribution to the Association or Profession. This award may be granted through Board nomination via the Association's website.

### Section 2.03 NMASBO Board Awards

- (a) The Board shall present the following awards in alternating years.
- (b) Immediate Past President – The board will recognize the Past President for their service.
- (c) NMASBO Board Award – This award is bestowed to one who has made a significant contribution to the Association and/or Profession.
- (d) NMASBO 25 Years of Service Award- The Association will recognize school business officials throughout the state with a 25 years of service award

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Signature page

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President, Claire Cieremans

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Executive Director, Terry S. Dean