

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

Revised: July 1, 2016

Article I. NAME: The name of this Association shall be: New Mexico Association of School Business Officials hereinafter referred to as Association.

Article II. ASSOCIATION'S MISSION STATEMENT: To lead the New Mexico school business profession by providing quality professional development opportunities and a network of support.

Article III. MEMBERSHIP

Section 3.01 Membership in the Association shall consist of Active, Associate and Honorary members.

A. Active General Membership shall be restricted to eligible school district/charter/REC designees (only active members are eligible to vote).

B. All members should be committed to conducting themselves in accordance to the standards contained within the ASBO International Code of Ethics and Professional Conduct (<http://asbointl.org/asbo/media/documents/Resources/ASBO-Professional-Standards.pdf>).

Section 3.02 Active Associate Membership shall be extended to members of corporate partners and any other persons directly associated or concerned with the Mission of the Association.

Section 3.03 Honorary Membership: The Board may bestow a non-voting honorary membership to Past Presidents of the Association and employees of NMPED's Department of School Budget and Finance Bureau. The Honorary membership for the Past President shall be a lifetime membership..

Article IV. OFFICERS

Section 4.01 Qualifications for Office: To hold office, members must have been active in the Association for at least one year. The officers of the Association shall consist of a President, President-Elect, Past President and Secretary/Treasurer. To be elected President or President-Elect, members must be a licensed and practicing school business official, and engaged in the administration or supervision of a school district or charter school business function. They shall be an employee of a school district or charter school throughout the full term of President or President-Elect. The Secretary/Treasurer shall be appointed by the President from the Executive Board.

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

Revised: July 1, 2016

Section 4.02 Length of Term: The President-Elect shall be elected bi-annually and succeed to the presidency. The President shall serve a two-year term.

Section 4.03 President Successions

- a) President-Elect shall succeed the President at the end of the President's term.
- b) The President shall succeed the Past-President at the end of the President's term.
- c) If the President should be unable to complete their term, the President-Elect shall start their two-year term at the beginning of the next fiscal year. A new President-Elect shall be elected at the next regularly scheduled General Membership meeting. Their two-year term shall coincide with the new President's two-year term.

Article V. EXECUTIVE BOARD:

Section 5.01 Board Membership: The Executive Board, hereinafter referred to as the Board, shall consist of the President, the President Elect, immediate Past President, six regional representatives and one charter school representative. The President may invite an employee of NMPED to serve on the board as an ex-officio member. The State of New Mexico is divided into six regions. The general membership will elect one representative from each region that will serve a two-year term. All representatives must be employed as a school business official within the region they represent (See appendix A for a listing of the districts within each region). Election of charter school and regional representatives will be conducted as follows:

- (a) Even Years – Regions 2, 3,4 and Charter school
- (b) Odd Years – Regions 1, 5 and 6

Section 5.02 Board Quorum: 6 members of the Board will constitute a quorum.

Section 5.03 Board Responsibility: The Board shall have general management authority of the Association.

Section 5.04 Board Meetings: The Board shall meet and conduct Association business by any means that is productive and beneficial to the Association. This includes, but not limited to, telephone conference calls, Internet based tools and face-to-face meetings.

Article VI. NOMINATIONS FOR EXECUTIVE BOARD

Section 6.01 Nominating Committee: The Board shall assemble a Nominating Committee to solicit candidates from the Association's membership, for the offices of

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

Revised: July 1, 2016

President-Elect and regional representatives.

Section 6.02 Nominations: Nominations will be accepted by December 31<sup>st</sup> of the current fiscal year.

## **Article VII. GENERAL MEMBERSHIP MEETINGS**

- (a) Meetings: The Board shall annually conduct, at a minimum, two meetings for the General Membership.
- (b) Quorum: At all meetings of the Association a majority of the members present, subject to the decision of the presiding officer, shall constitute a quorum.
- (c) Elections: The Association shall conduct an election annually. The election shall be scheduled at a time to maximize member participation.
- (d) Planning: The Board will solicit input from the General Membership for use in setting the goals of the Association.

Article VIII. CHANGES IN CONSTITUTION AND BYLAWS: Changes or additions to the Constitution and Bylaws may be proposed at any General Membership meeting of the Association. Such changes shall then be referred to a committee on Constitution and Bylaws for recommendation. The recommended changes shall be presented in writing to the membership at a General Membership meeting for adoption as per the Bylaws.