



ASSOCIATION
OF SCHOOL
BUSINESS OFFICIALS

Association of School Business Officials of New York

Policy Manual

A special thank you to all of the Executive Boards who have contributed to the development and enhancement of this policy manual.

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Name of the Association

ASBO New York or ASBO are the official acronyms of the Association of School Business Officials of New York.

Emblem Policy

Full Logo



Short Logo



Logo Font: Arno Pro

Official Colors: Print: Reflex Blue & PMS 158 Orange / Web: Blue 0054a4 Orange f68026

The official logo of the association will be used as listed below:

1. At no time will the emblem of the Association be used on Business Cards of any ASBO member (includes Business Associates). Only employees of ASBO will be allowed the privilege of placing said emblem on their Business Cards. The determination of employee for purposes of this policy will be made by the Executive Director.
2. Chartered Chapters of ASBO may use the emblem on correspondences for Chapter business. Official Letterhead may be supplied to chapters.
3. If any member or non-member of the Association is desirous of using the emblem, they are to contact the Executive Director of ASBO for allowed usage. The Executive Director will inform the Executive Board whenever the special use privilege has been granted.
4. The Executive Director will take reasonable steps to inform the membership of the requirements for emblem usage.

Mission and History

Vision Statement

ASBO New York: An association where members are recognized as experts in school finance and operations, and leaders in education.

Mission Statement

ASBO New York supports the professional growth of our members, serves as the leading resource on school finance, and advocates to ensure quality education for all students.

The Executive Board, with the support of the Executive Director and staff will, on an annual basis, develop goals and formulate a strategic plan to reach the adopted goals. The Strategic Plan will:

- I. Provide leadership and professional development programs for members, working collaboratively with appropriate state agencies, other professional associations, institutions of higher learning and business partners
- II. Improve the image and stature of the school business official
- III. Provide a financial plan to ensure long term stability that will allow the Association to be proactive in responding to the ongoing needs of the membership
- IV. Establish effective lines of communication to influence public policy and increase membership knowledge
- V. Seek, analyze, and share technical and legislative information pertinent to the school decision making teams at the local, state and national levels.
- VI. Protect the public by promoting the highest ethical conduct by persons engaged in the field of school business administration.
- VII. Promote research that will further the Association's goals.

History

Association of School Business Officials of New York (ASBO New York), formerly the Association of School Business Officials of New York (ASBO), was established in 1948 and is a 501-c-3 charitable non-profit membership organization affiliated with the Association of School Business Officials International and chartered by the New York State Board of Regents. Its membership includes school business officials and staff from school districts and BOCES around the state including students in School District Business Leader graduate programs and companies doing business with schools.

Revised by Executive Board 7/12/18

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Communication Network

ASBO shall maintain and support an information network for the purpose of disseminating information to the membership.

Revised by Executive Board 7/10/09

ASBO International

Annual Workshop and Exhibits

The Association of School Business Officials of New York shall maintain an affiliation with the Association of School Business Officials International.

It is the desire of the Executive Board to invite ASBOI representatives and affiliates for the purpose of maintaining harmonious relationships.

ASBO International Executive Leadership Forum

The ASBO Board shall annually budget for its president-elect to participate in ASBOI's Leadership Conference, for the President to attend the ASBOI Annual Meeting & Exhibits, and shall encourage ASBO officers to attend the conference (at their own expense). The budget shall provide for reasonable expenses for travel, lodging, meals, registration, special programs and incidental expenses normally incurred for such programs

ASBO International Education Summit

ASBO will pay for meals, hotel and registration for PASBO, NJASBO and MD/DC ASBO affiliates at our Education Summit. No travel will be paid. ASBO will provide a complimentary registration for all other affiliates. Meals, hotel and travel will be at their expense.

Revised by Executive Board 1/9/09

ASBO New York Membership Directory

It shall be the policy of the Association to produce a Membership Directory, either in print or in electronic format at least once annually.

The Executive Director will establish fees regarding Directory advertising and access to additional copies of the Membership Directory, including electronic access, if applicable.

Revised by Executive Board 1/9-09

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Fiscal Year

The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.

Revised by Executive Board 7/10/09

Revenue

The Association shall seek out opportunities to generate non-dues revenue in order to diversify its revenue streams and alleviate the need to raise membership dues. Such opportunities can be in partnership with other associations, organizations and business associates that provide a valuable service to our members and/or their school districts/BOCES.

Types of Partnerships

There are three types of partnerships: Premier, Strategic and Corporate.

Premier partners are business associates that provide financial support through event sponsorships, education summit scholarships, etc. Premier Partners have three levels of support: 1. Diamond \$30,000, 2. Ruby \$20,000, and 3. Emerald \$10,000.

Premier partnerships are not exclusive to single service provider.

Strategic Partners

Strategic Partners are limited to non-profits created to serve school districts/BOCES and other municipalities with boards containing school business officials. Must be a Titanium Level Education Summit Sponsor and provide some additional financial support through rebates, administrative fees, etc.

Strategic partnerships are exclusive to a single service provider.

Corporate Partners

Corporate Partners are limited to Titanium Level Education Summit Sponsors who also provide a unique service, discount to members and/or additional financial support to the association.

Corporate Partners are exclusive to a single service provider.

Corporate partnerships will be established through a RFP process, unless at the recommendation of the Executive Director to and approved by the Board, it is determined a RFP is not needed. The RFP should be written in a manner that encourages response from as many service providers as possible.

The Executive Director shall recommend awarding of proposals secured through an RFP process to the Board for approval.

Revised by Executive Board 5/10/17

Investments

Introduction:

The purpose of the investment policy is to provide for both the short-term and long-term financial needs of the organization by establishing objectives, guidelines and procedures to be followed.

Investment Objectives

Based on current and projected cash flow, risk tolerance and liquidity needs, the following investment objectives have been established:

- I. Investment strategy should first consider the preservation of capital.
- II. Investments should produce steady income.
- III. The investment strategy should seek to minimize the loss of purchasing power from inflation.
- IV. Conform to all applicable federal, state and other legal requirements.
- V. Minimize third-party fees.

Investment Committee

The Investment Committee shall be composed of the Executive Director and three members of the Board of Directors appointed by the President to serve annually. The Investment Committee shall meet as needed to select investment options based on the financial advisor's recommendations that meet the Association's investment objectives

Long-term Investments

The Investment Committee shall balance allocation of funds in terms of risk and return in order to achieve the Association’s investment objectives.

- I. No more than 40% of investments should be in equities, stocks, mutual funds, etc.
- II. The remainder of the organization’s investments should be in fixed income, bonds, treasuries, certificates of deposits, etc.
- III. Equity Securities shall mean and be limited to domestic and foreign common stocks, exchange traded funds, preferred stocks, convertible securities, rights and warrants traded on United States stock exchanges. Investments must be made in well-established quality companies, including smaller companies, whose securities enjoy ready marketability. No more than 5% of investment portfolio may be invested in the securities of any one issuer or its subsidiaries or affiliates.
- IV. Fixed income assets shall mean and be limited to United States treasuries, certificates of deposit, domestic commercial paper and issues of domestic corporate debt. The duration for fixed income assets may range from three (3) months to ten (10) years. All holdings must be A or AA or AAA rated investments. A well-laddered portfolio over a range of maturities is to be achieved.

Short-term Investments

Short-term investments shall mean and be limited to cash accounts, short-term (less than one year) United States Treasuries, short term certificates of deposit and money market funds held in reputable financial institutions.

Guidelines

The following shall constitute the investment guidelines for the association:

- I. Short-term funds shall include funds required for operations, current principal payments of long term debt and current year capital budget expenditures approved as part of ASBO’s annual budget. A minimum of 65% of the approved annual budget will be invested in solely cash and cash equivalents.
- II. Long-term funds include funds in excess of those required as outlined above for current operations and are available for uses as determined by the board upon the recommendation of the association’s executive director from time to time. The amount of funds available for longer term purposes will be determined by the board as part of the board’s annual approval of the association’s budget. Longer term funds will be invested in cash and cash equivalents, fixed income assets and equity securities. Generally no more than sixty percent (60%) of the funds available for longer term investments will be invested in fixed income assets, and no more than forty percent (40%) in equity securities. The board recognizes these guidelines are general allocation guidelines and that investments may exceed these limits based on current market conditions upon the consultation of the association’s investment committee and financial advisor.
- III. All equity securities, government securities and fixed income assets must be purchased in the public market and held by a third party custodian.
- IV. All accounts will be fully insured, whenever possible.
- V. Prohibited investments and activities shall include, but not be limited to the following:

- Investments in unregistered or restricted stock;
- Investments in securities of the investment adviser;
- Margin purchases;
- Investments in commodities;
- Short-selling;
- Borrowing;
- Use of options, futures and hedging transactions.

Annual Review

An annual review of the association's investments will be provided to the board in conjunction with the auditor's annual report. Information will also be provided on ASBO's investments as part of the monthly financial reports.

Revised by Executive Board 7/28/13

Internal Controls

All checks and transfers are signed by the Treasurer. In the absence of the Treasurer the Deputy Treasurer is authorized to sign. The Executive Board will appoint a Treasurer and Deputy Treasurer.

Revised by Executive Board 7/10/09

Expenditures

The Executive Director is charged under the By-Laws to prepare a budget for each fiscal year and submit it for approval to the Executive Board prior to the beginning of the fiscal year.

The Executive Director will make expenditures on behalf of the Association. Expenditures that would cause a major budget category to be exceeded by more than \$5,000 and not related to an increase in revenue will be approved by the Executive Board. The Executive Director will review changes in projected revenues and expenses in the financial reports that are presented at Board of Director meetings.

In the event of the death or incapacity of the Executive Director as established by the Executive Board, the President of the Association shall authorize expenditures of funds until a new Executive Director has been appointed.

Expense Reimbursement

The Executive Board authorizes the Executive Director to reimburse actual travel expenses of any Association member or agent who has been assigned duties for the Association and where funds for travel expenses have been budgeted.

The Executive Directors shall establish administrative regulations for reimbursement in compliance with standard accounting procedures:

I. General Provisions

The policy of the ASBO Board authorizes that any member or agent of the Association, when assigned duties of official business shall be reimbursed for such reasonable expenses incurred. All reimbursement requests for travel expenses should be filed on the ASBO travel expenses voucher form.

Lodging - Reimbursement for lodging must be accompanied by a hotel receipt for requested amount.

Meals - Actual expense for meals shall be reimbursed. Documentation is requested where practical.

Travel by Public Carrier - Expense incurred for transportation by bus, rail or air must be accompanied by receipt or ticket.

Travel by Personal Automobile - Reimbursement for automobile travel shall be calculated at the same rate per mile as is used by the IRS. Parking and toll fees shall be reimbursed. Receipts are required where practical. Joint travel by members shall be encouraged where practical.

II. Officers and Directors Travel

Sufficient funds shall be budgeted annually for reimbursement of travel expenses for officers and directors when necessary.

III. Education Summit Expenses

The Association will waive the registration fee for the Past-president, the President and the President-Elect for the Education Summit in the year of their respective terms.

The Education Summit registration fee for Honorary Life Members shall be \$50. Said registration fee shall cover the member and their spouse and shall include meals for both. Travel and lodging are not included.

Revised by Executive Board 7/10/09

Accounting

Basis of Accounting for Fixed Assets

The Association of School Business Officials of New York employs the accrual accounting method. Equipment with a value of \$1000 is capitalized and is recorded in the accounting system as fixed assets at cost. Depreciation is provided for, in amounts sufficient to relate the cost of equipment to operations over the estimated service lives using the straight-line method. Depreciation is a line item in the operational budget.

Financial Reports

All financial reports will be submitted to the Executive Board for review at their regular meetings.

Audits

At the close of each fiscal year, the financial accounts and records of the ASBO shall be audited in accordance with generally accepted principals and standards by a qualified and licensed Certified Public Accountant.

Copies of the Audit Report shall be furnished and presented to the Executive Board for approval. Copies shall be available for inspection by any member of the Association following acceptance by the Executive Board

Revised by Executive Board 7/10/09.

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Job Descriptions

Copies of job descriptions will be maintained on file at the ASBO office and reviewed annually by the Executive Director.

Revised by Executive Board 1/9/09

Permanent Personnel

Executive Director

The Executive Board shall employ an Executive Director to be the chief administrative officer of the Association.

The Executive Director of the Association of School Business Officials of New York (ASBO) shall be directly responsible to the Executive Board through the Association President and shall accept all duties and responsibilities assigned by the ASBO Executive Board.

Revised by Executive Board 9/16/09

Evaluation/Supervision

The evaluation of the Executive Director shall be performed by the Board President with input from the Executive Board.

The Executive Director, or his/her designee, shall conduct evaluations of all Association staff in writing not less than once annually, and report the status of the performance of staff members to the Executive Board.

Revised by Executive Board 9/16/09

Appointing Authority Policy

- I. The appointing or terminating authority for all positions shall be the Executive Director in consultation with the Executive Board. Said appointments or terminations will be reported to the Executive Board 5 days prior to such action. The notification timeline may be modified if there are extenuating circumstances.
- II. All staff resignations will be reported to the Executive Board within 48 hours. The 48 hour timeline may be modified if there are extenuating circumstances.

Revised by Executive Board 8/1/12

Nondiscrimination

ASBO is a nondiscriminatory, equal opportunity employer.

Revised by Executive Board 9/16/09

Compensation and Related Benefits

Salary Schedules/Payments

The salary and benefits of the Executive Director shall be established by the Executive Board through an employment contract.

Salaries and benefits for all personnel shall be approved by the Executive Board. The Executive Director will make a recommendation regarding salary and/or benefit adjustments on an annual basis.

Revised by Executive Board 9/16/09

Benefits and Time Off

I. Retirement

The Executive Board has approved employee participation in IRS Plans 403(b) and 457. ASBO will contribute 6% of annual salary to full-time employees. The Association's contribution to the Executive Director's 403(b) plan will be per contract.

II. Work Day for Full-time and Part-time Employees

Normal workday is 7 hours, not including lunchtime. Normal workweek is 35 hours and defines a full-time employee. Any employee scheduled to work less than 35 hours is defined as a part-time employee.

III. Paid Time Off (PTO)

Full time employees shall be entitled to 25 PTO days per fiscal year, prorated on the basis of hire date. At the beginning of the fifth year of employment, each full time employee shall be entitled to 30 PTO days per fiscal year, prorated on the basis of hire date. At the beginning of the tenth year of employment, the amount of vacation shall be increased to a total of 35 PTO days per fiscal year, prorated on the basis of hire date. Requests for vacation time will normally be granted if workflow is not seriously impacted. PTO time must be approved by the Executive Director.

The Executive Board of ASBO provides for reasonable paid PTO for its employees. The Board encourages employees to use PTO time to the maximum extent each year. It is however recognized that, due to extenuating circumstances, an employee may not be able to use allotted time. Employees may carry over all unused PTO time annually cumulative to 250 days. An employee may also be paid for a maximum of 5 PTO days, with approval of the Executive Director at fiscal year end (by June 30). The following conditions must be satisfied:

- A. The employee must request PTO sell-back in writing to the Executive Director by May 15th of the year in which payment is to be made
- B. The Executive Director will make a determination that approval of the request will be based on the employee's performance review and in the best interest of the Association and the individual.
- C. The Executive Director will determine if the Association's financial condition is sufficient to support the request.

Any time used in excess of the employee's PTO limit shall result in a payroll deduction.

Upon voluntary separation from ASBO with four weeks' notice to the Executive Director the employee can get paid for up to 20 unused accrued PTO days.

IV. Bereavement Leave

Up to 5 days bereavement leave will be available for the death of a father, mother, spouse, child, brother, sister, uncle, aunt, grandparent, father-in-law, mother-in-law or other relative with whom the employee lives. Under extenuating circumstances, the Executive Director may approve additional time.

V. Family Leave

When approved by the Executive Director leave for serious illness of a father, mother, spouse, child, brother, sister, uncle, aunt, grandparent, father-in-law, mother-in-law, or other relative with whom the employee lives, may be charged to either personal leave or sick leave. Practices are to be consistent with the Family Medical Leave Act of 1996.

VI. Holidays

ASBO offices will be closed on the following holidays and others established by the Executive Director and approved by the Executive Board. Holidays falling on a Saturday will be taken on the Friday immediately prior. Holidays falling on a Sunday, will be taken on the Monday immediately following.

Employees will receive their regular pay for these days.

- Fourth of July (observance)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day through New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

VII. Workers Compensation

Workmen's Compensation, Unemployment Insurance - the Association provides both workers' compensation and unemployment insurance. Insurance policies will be maintained in the ASBO office.

VIII. Mileage

Mileage, at the IRS mileage rate, plus tolls and parking shall be paid to any employee who uses his or her car on Association business.

IX. Health Insurance

Health insurance, under the plan offered by the Association, shall be made available to all full time employees. The Association will pay 100% of individual coverage under said plan for current employees and pay 75% of the cost of dependent coverage for current

employees and 90% after three years of full-time employment. Employees have the option to request a buyout from health insurance and receive \$3,000 in additional salary spread out over 26 pay periods, providing they provide proof of other coverage.

X. Long Term Disability

The Association will offer its employees long-term disability insurance coverage.

Revised by Executive Board May 10,2018.

Activities of Personnel

Expenses

Reimbursement of expenses for staff travel will be made upon proper documentation and approval by the Executive Director, subject to the following terms:

- Reimbursement for staff meals will be subject to a per diem rate of \$10 for breakfast, \$20 for lunch, and \$30 for dinner or a maximum daily allowance of \$60. The Executive Director may approve a higher allowance on a case by case basis.
 - Reimbursement of expenses for a full day of travel (full day defined as 7 hours of work away from the office on ASBO business or staff development) will receive full per diem.
 - Reimbursement of expenses for a half day of travel (half day defined as 3.5 hours of work away from the office on ASBO business or staff development) will receive half per diem based on time of travel (time defined as morning into afternoon or afternoon into evening.)
 - Reimbursement of incidental, personal, or non-work related expenses is not permitted.
- Automobile rentals must be from the lowest cost provider available, be suitable for staff safety, and be appropriate for its intended use.
- Airline or train travel must be approved by the executive director prior to booking and at the lowest fare available.
- Receipts must be kept and turned in for all expenses incurred while on ASBO business.
- Reimbursements for tips shall be a maximum of 15-20% for meals accompanied by a receipt and \$2-5 per night for hotel housekeepers, all other tips shall be in accordance with generally accepted norms. For reference see: money.cnn.com/pf/features/lists/tipping/ or tipping.org

The President has the right to review Executive Director's expenses at least once annually.

Revised by Executive Board 1/10/13

Sexual Harassment Policy

ASBO New York is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of ASBO New York's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with ASBO New York. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. ASBO New York's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with ASBO New York. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. ASBO New York will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of ASBO New York who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Executive Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject ASBO New York to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. ASBO New York will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

harassment, or otherwise knows of possible sexual harassment occurring. ASBO New York will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. ASBO New York will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Executive Director. In the event the complaint is about the Executive Director, the manager or supervisor should notify the President of the Board.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.”

Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. ASBO New York cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Executive Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Executive Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. ASBO New York will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Executive Director or if necessary the Board President will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by ASBO New York but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at ASBO New York, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to ASBO New York does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Revised by Executive Board 1/10/19

Sexual Harrassment Complaint Form

ASBO New York

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it the Executive Director. In the event the complaint is about the Executive Director, the form should be submitted to the President of the Board. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassmt occurred:

Is the sexual harassmt continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____

Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

V – Membership

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Code of Professional Conduct

The Association of School Business Officials of New York (hereinafter referred to as the Association) is a professional organization concerned that its members maintain qualities which characterize a professional person. Therefore, membership in the Association implies that the member has assumed an obligation to be diligent in the performance of professional service, fair and honest in relations with all district staff, the board of education, fellow practitioners, the State and the public, and has a proper appreciation of School Business Official duties. In recognition hereof, and to establish and maintain high standards of principles in school business methods and practices, the Association has promulgated the following standards of conduct and rules of professional ethics.

Standards of Conduct

TO make the well-being of students a basic principle in all decision making and actions.

TO pursue good stewardship of the District's resources, full disclosure of relevant information, and to refrain from using the position for personal gain.

TO exhibit commitment and loyalty to the governing board by implementing its policies, rules and directives.

TO follow the principle of due process and protect the civil and human rights of all individuals.

TO maintain the highest professional standards and seek to improve the effectiveness of the position of School Business Official through continuing professional development.

TO fulfill all professional responsibilities with honesty and integrity.

TO obey all national, state, and local laws and regulations.

Rules of Professional Ethics

- I. A member shall not commit an act discreditable to the school business profession.
- II. A member shall:
 - A. make no promises or statements without appropriate authority which would be binding or appear to be binding on the member's public office.
 - B. dispense no special favors or privileges either for remuneration or reciprocal favors, and accept no benefits or favors of any kind which might be construed as influencing the judicious performance of the member's public duties.
 - C. maintain the highest levels of personal and professional integrity, and set the best possible example for colleagues, the community and the younger generation.
- III. No member, while acting as a school business official, shall:
 - A. have any direct or indirect interest whatsoever in any contract or business or professional dealings with the school district in which the member is employed, except by operation of law.
 - B. act as attorney, agent, broker, representative or employee in a business or professional dealing with the school district in which the member is employed, for any person or corporation.
 - C. engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict of interest or impairs the proper discharge of the member's official duties.
 - D. invest in or hold any investment directly or indirectly in any financial, business, commercial or other private organization, which creates a conflict of interest with the member's official duties.

- IV. No member, while acting in the capacity as a school business official, shall:
 - A. directly or indirectly solicit any gift for personal gain or use.
 - B. accept or receive any gift which would violate the provisions of the laws of New York State.
- V. No member shall disclose confidential information acquired by the member in the course of the member's official duties except when required by law, nor shall the member use such information to further the financial or other private interests of the member or others.

Revised by Executive Board 1/9/09

Membership Classification

Membership in the Association shall consist of five classifications: Active, Institutional, Associate, Honorary Life, and Emeritus. The Executive Director, at his discretion, may extend membership under unique circumstances, to an individual not meeting the requirements for the aforementioned classifications of membership. The Executive Director will inform the Board of his decision when he exercises this discretion.

- I. Active membership shall be available to all persons engaged in the practice or instruction of school business management. Active members shall have voting privileges.
- II. Institutional membership shall be available to school districts and BOCES. A designated staff person shall have the privileges of an active member.
- III. SBO Staff Membership shall be available to employees of a school district with at least one active member in the district. SBO Staff Members can vote and serve on committees.
- IV. Student member shall include students enrolled in at least 6 credit hours and not employed full-time in a school district. Student members can serve on committees.
- V. Retired Member shall include former active members or SBO Staff members no longer working a school district. Retired members can serve on committees.
- VI. Business member shall include those persons providing services or products to a school district.
- VII. Colleges/Universities/Non-profits shall include those institutions not designated a school district or BOCES and can designate one staff member for voting privileges and to serve on committees.
- VIII. Honorary member shall include past presidents and those persons determined by the Executive Board who have merited such membership. Past Presidents who otherwise qualify for Active Membership shall be afforded all the privileges of Active membership until retired from education in New York State. Honorary members are eligible to vote and serve on the Board and committees.

Revised by Executive Board 1/1/13

Chapter Charters Of School Business Officials

Chapter Charters are issued by the State Association under provisions adopted by the Executive Board. These include, but are not necessarily limited to the following:

- I. New chapters may not include any of the geographic area already allocated to another chapter in good standing.
- II. Chapters agree to submit reports requested by the Executive Board and/or Executive Director
- III. Chapters agree to be represented by members of their governing body or a designated representative at Leadership Conferences conducted by the State Association
- IV. Chapters sanctioned by the Executive Board may use the name of the Association of School Business Officials of New York and official seal on chapter stationery
- V. Individual desirous of forming a new chapter should submit a request in writing to the ASBO President, c/o 453 New Karner Road, Albany, NY 12205

Revised by Executive Board 3/13/16

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Education Summit

The annual meeting of the members shall be held as designated by the constitution at the time and place established by the Executive Board. Annual meetings (conferences) may be established by a current Board up to and including five years in the future.

The registration fee for the Education Summit may be reviewed by the Executive Board

Revised by Executive Board 9/16/09

Recognition of Officers and Board Members

Recognition and appreciation shall be bestowed upon the outgoing President of the Association, incoming President of the Association and outgoing Directors of the Association at the Education Summit.

Honorary Life membership awards shall be presented to members during the Education Summit

Awards & Scholarships

ASBO offers a number of Awards and Scholarships awarded annually at the Education Summit to recognize the achievements of ASBO members. Information about each award or scholarship can be found below. The deadline for ASBO Awards and Scholarships' applications or nominations is **April 1**.

All ASBO members who have had articles published in The Reporter during the calendar year immediately prior to the next Education Summit are automatically nominated for the Dr. Joan Colvin Starfish Award. No application is required.

Unless otherwise noted, the ASBO Awards and Scholarship Review Committee will review all applications or nominations in early April. Applicants and nominees will be notified of the Committee's decision during the second week in April.

All awards and scholarships will be presented at the ASBO Education Summit in June. Award and scholarship recipients and their immediate families will be offered one room for either the night before or the night after the award presentation, a meal (either lunch or dinner) on the day of the award presentation and mileage reimbursement, if the award recipient is not already registered for the conference.

Gregory E. Carlson Outstanding SBO of the Year Award

Awarded to a school business official that has demonstrated excellence in the performance of their duties and responsibilities to their school district and community. The recipient's school district will receive a \$1,000 donation in their name for use to purchase equipment, offer a scholarship, etc.

Outstanding Superintendent of the Year Award

Awarded to a superintendent who has demonstrated exceptional support and appreciation for the role of the school business official and their contributions to a well-run school district. The recipient's school district will receive a \$1,000 donation in their name for use to purchase equipment, offer a scholarship, etc.

Outstanding School Board Member of the Year Award

Awarded to a school board member who has demonstrated support and appreciation for the role of the school business official and their contributions to a well-run school district. The recipient's school district will receive a \$1,000 donation in their name for use to purchase equipment, offer a scholarship, etc.

Advocate of the Year Award

Awarded to an individual, organization or company that has demonstrated a deep and lasting commitment to advocating on behalf of public schools and an understanding or appreciation of school fiscal issues.

Philip B. Fredenburg Memorial Award for Outstanding Service

Awarded to an individual whose service and contributions over their long career had a positive impact on the Association, its members and the entire profession. The recipient's school district will receive a \$1,000 donation in their name for use to purchase equipment, offer a scholarship, etc.

New SBO Leader of the Year Award

Awarded to an up and coming member of a school business office who has demonstrated leadership potential, a high degree of professional integrity and competence, and who serves as a role model for others in the profession. The recipient's school district will receive a \$750 donation in their name for use to purchase equipment, offer a scholarship, etc.

Dr. Joan Colvin Starfish Award

The award is named for and partly funded by Dr. Joan Colvin, 2000-2001 ASBO Past-President. The award was created to recognize an Active/Institutional/SBO Staff member of the Association who has been determined by the membership to have "made a difference" through submission of a written piece that was shared with members in the prior calendar year. The recipient of this award receives \$250. In addition, a \$1,000 student scholarship is generously donated by Dr. Joan Colvin.

Nominations/Applications are automatically initiated by the submission and publication of an original article in The Reporter, NewsWire, or ASBO Website during a calendar year.

George A. Perry Volunteer Service Award

The award is named for George A. Perry, ASBO Executive Director from 1992-2006 to recognize a member who demonstrated outstanding volunteer service and commitment to the Association and/or its Chapters. The recipient's school district will receive a \$750 donation in their name for use to purchase equipment, offer a scholarship, etc.

Past Presidents Scholarship

The scholarship was established by C. Thomas Cummings, 1998-1999 ASBO Past-President and is funded by the donations of past presidents to provide financial assistance to a member enrolled full-time in a SDBL program. The recipient receives \$1500.

Education Summit Scholarship Fund

In 2015, ASBO created the Education Summit Scholarship Fund to give new School Business Officials (or active/institutional/SBO staff members who have not attended the conference in the past three years) the opportunity to attend the conference. The scholarship will cover the cost of registration and hotel.

The purpose of this new Scholarship Fund is to address the main reason (budgetary constraints) that school business office staff cannot attend the Education Summit and Expo. Recipients will also be invited to attend the Past Presidents and Future Leaders Reception on Sunday to mix and mingle with other recipients, fund sponsors, and the association's leaders.

If you are interested in applying for the Education Summit Scholarship, please fill out the application form and tell us why you have not attended in the past and why you wish to attend this year.

Selections for these scholarships will be made by May 1. Application Deadline: April 1.

Revised by Executive Board 2015

Business Associates

Presentations which have the primary purpose of enhancing the knowledge and/or expertise of the members and that do not promote a Business Associate's own interests should be welcomed, with consideration given to those Business Associates who have a history of support for ASBO.

As a general matter, the Association may seek support in the form of direct cash contributions, sponsorship of events, and donations of good and services from Business Associates only in connection with, and in furtherance of, official Association activities including, but not limited to, awards; scholarships; educational programs and social activities at its various seminars, conference, and workshops; its Annual Meeting; and at certain of the Association's activities in conjunction with the annual ASBO International Conference and other State or national organizations to which ASBO is a member, exhibitor, or participant.

Revised by Executive Board 3/13/16

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Special Meetings

Special meetings may be called by the Executive Board.

Revised by Executive Board 9/16/09

Place of the Meetings

Site selection for all meetings shall be recommended by the Executive Director based upon the adequacy of facilities for each meeting. Final site selection for each meeting shall be approved by the Executive Board.

Revised by Executive Board 9/16/09

Notice of the Meetings

Notice of all meetings of the membership of the Association shall be given by written publication or communication as required in the constitution.

Revised by Executive Board 9/16/09

Preparation for Meetings

Each board member should receive an Agenda for the next meeting of the Board at least five (5) days in advance of the meeting. Accompanying the Agenda should be all of the necessary information about each item for members to discuss and make decisions on these issues. Every attempt will be made to have agenda items ready for the meeting; however, additional items may be added at any time.

Revised by Executive Board 3/12/10

Minutes of Meetings

The Executive Director, or his/her designee, shall prepare the minutes of all regular and special meetings of the Executive Board. He/she shall carefully record a copy of all motions, the names of those who make the motions, those who second the motions, and those who vote aye and nay.

The minutes of the preceding meeting(s) shall be approved by the Board and signed by the Executive Director or his/her designee.

All documents that are noted to be a part of the minutes shall be attached to the original copy of the minutes.

The original minutes and attachments shall be maintained in a book.

Revised by Executive Board 3/12/10

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Goals and Objectives

All programs and services offered by the Association of School Business Officials of New York shall be in accord with and to implement the following aims and objectives as outlined in the Association of School Business Officials of New York' Constitution and By-Laws:

Aims and Objectives

The purpose for which this corporation is formed and for which it shall be exclusively administered and operated are to receive, administer, and spend funds for charitable and educational purposes and specifically:

- I. To engage exclusively as an organization to advance educational, scientific, and charitable
 - a. endeavors within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or
 - b. corresponding provisions of any subsequent federal tax laws).
- II. To advance education at the elementary, secondary, college, and post-graduate levels.
- III. To better enable the members and the general public to conduct the management of schools at all
 - a. levels in the planning, organizing, coordinating, and improvement thereof for the benefit of the public
 - b. attendance and the community.
- IV. To provide for the public findings of such research and to make same available thereto and to conduct field research in the aforesaid areas for the benefit of those attending schools and the public in general.
- V. To engage in a program of professional education for persons carrying on activities in the field of school administration.
- VI. To protect the public by promoting the highest standards of ethical conduct by persons carrying on activities in the field of school administration.
- VII. To promulgate and establish the highest standards of ethics and efficiency in business methods and practices.
- VIII. To continually develop the standardization and unification of school accounting practices.
- IX. To cooperate and work with other professional organizations who are equally dedicated to the public education of our youth.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, this corporation shall also have the power to:

- A. sue and be sued;
- B. make contracts; receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal including shares of stock, bonds and securities of other corporations;
- C. act as trustee under any trust whose objects are related to the principal objects of the corporation, and to receive, hold, administer and expend funds and property subject to such trust;
- D. convey, exchange, lease, mortgage, encumber, transfer upon trust or otherwise dispose of all property, real or personal;
- E. borrow money, contract debts and issue bonds, notes, and debentures, and secure the payment of any performance of its obligations; and
- F. do all other acts necessary or expedient for the administration of the affairs and attainment of the purpose of this corporation; provided, however, that this corporation

shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

Charitable Activity Restrictions

No part of the net income of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation 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 Corporation.

Notwithstanding any other provision of the Articles, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1954, 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) if such code or corresponding provisions of any subsequent federal tax laws

Dissolution

Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation 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 1954 or corresponding provisions 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 corporation shall be preferred.

Revised by Executive Board 11/6/09

Advocacy

The Association of School Business Officials of New York shall develop positions on legislation and other policy initiatives impacting public education and make these positions known to state policymakers and the media as appropriate. ASBO's positions on legislation, the state budget and other policy initiatives shall be developed with input from the Government Relations Committee and direction from the Board.

Revised by Executive Board 3/13/16

Shared Seminars' Policy

Purpose

In order to provide the opportunity for local chapters to raise funds through the cooperative sponsorship of seminars.

Policy

ASBO will share equally with each chapter an amount up to \$500 from the profit realized from the proceeds of a jointly sponsored conference.

Conditions: Attendant to this policy are:

- I. ASBO will advance all funds needed to finance the workshop. Anticipated registrations must be sufficient to schedule a seminar.
- II. Seminars may be cancelled by ASBO if the actual registration is not sufficient to cover all costs.

ASBO's Responsibilities normally will include:

- I. Arranging for and paying of presenters
- II. Preparing of materials, printing, delivery, etc.
- III. Receiving all funds
- IV. Paying all bills
- V. Providing statement of receipts and expenditures
- VI. Finalizing all arrangements with local meeting site.

Chapter's Responsibilities Include:

- I. Arranging for a meeting location (if requested).
- II. Arranging for any meals or other accommodations (if requested)
- III. Providing a map of the meeting site with directions (if requested)
- IV. Providing two local chapter members to be present during the entire session to assist in registration, etc.

Note: If the chapter is not able to provide two people to assist at registration, the chapter's share of the profit shall be reduced one-half.

Revised by Executive Board 11/6/09

Legal Consultation

Purpose

The Legal Consultation Program will provide members with legal advice with respect to issues pertaining to their employment rights and responsibilities.

Access to Program

The Executive Director may grant up to one hour per year per active member in legal consultation services.

The Executive Board shall provide this Legal Consultation Program to the membership with appropriate funding in the General Operations Budget. This program will be administered by the Executive Director of the Association under the following regulations:

- I. The legal firm to be used for this program will be appointed by the Executive Board upon recommendation of the Executive Director at the Board's July Meeting.
- II. The Legal Consultation Program will be available only to active members.
- III. An active member wishing to use the Legal Consultation Program will contact the Executive Director and outline the problem.
- IV. The Executive Director may allocate up to one hour per member in each fiscal year.
- V. The attorney will be notified to accept a call or appointment from the member who is also notified that the inquiry or visit can be made.
- VI. The Executive Director will make periodic reports to the Executive Board indicating the usage and effectiveness of the program at least once annually.

Revised by Executive Board 11/6/09

Legal Assistance Program

Goal/Purpose

To support school business officials in their employment relationship with public school districts or BOCES by assuring due process through the provision of legal assistance to ASBO members.

Funding of the Legal Assistance Program

- I. The Legal Assistance Program will be accounted for through a separate fund of the ASBO Organization.
- II. Said fund will be capped at \$20,000.
- III. Effective July 1, 2006 the sum of monies in the Legal Assistance Fund will be \$10,000.
- IV. Annual transfers from the General Fund to the Legal Assistance Fund will occur on July 1st of each year, and will equal the amount expended the previous year plus \$3,000. Said transfer will be capped at \$6,000 annually.
- V. All interest will remain with the fund.

Withdrawals from the Fund

- I. Withdrawals from the Legal Assistance Fund may invade 100% of the Principle and interest.
- II. Payments to members will be made based on the following:

- A. The individual's maximum lifetime eligibility entitlement will be determined as follows:

Total full years of membership times \$300, less \$300 deductible

Example : 21 yrs of service x \$300 = \$6,300 - \$300 deductible = \$ 6,000

- B. Assistance for any individual may not exceed a maximum of 25% of the amount of money available in the fund at the time the request for assistance is submitted. Said member may submit for further reimbursement in future years up to their maximum lifetime limit. This cap (25%) may be adjusted by a majority vote of the Executive Board if they determine the case has statewide implications.

- C. After a member has received assistance through the Legal Assistance Fund, the maximum eligibility amount will be increased for each additional year of service by \$300.
- D. Total reimbursements from the fund to a member will not exceed the lifetime maximum, regardless of the number of instances or claims made.
- E. Legal assistance shall be available to members without regard to race, creed, color, sex, marital status, age or handicap.

Consideration of Requests

ASBO considers requests from Legal Assistance Program in the order they are received. Once the amount set aside to fund the Legal Assistance Program for any year has been spent, assistance will no longer be available during that year.

Criteria

- I. The applicant must be a member of ASBO in the active membership class at the time of occurrence leading to legal action, at the time of the actual legal action and at the time of the submission for assistance. The occurrence must have happened after February 1, 1999.
- II. The Legal Assistance Program is secondary to all other sources which may be available, including but not limited to, any applicable insurance policy and or management decisions whose defense is properly the legal responsibility of the school district.
- III. ASBO does not specify any particular hourly rate for attorneys and will not use this as a basis for determining eligibility for assistance.
- IV. If a request for assistance places ASBO in a position where the interest of two or more members of ASBO are in conflict, then ASBO reserves the right to determine whether or not to pursue the request.
- V. A member will be eligible to receive assistance only once per year for each legal proceeding.

Legal Assistance Program Exclusions

- I. Collective bargaining representation
- II. Criminal actions, unless there is a verdict of acquittal
- III. Management decisions or other actions covered under Public Officers Laws
- IV. Defense against actions of the Community or School District Staff
- V. Legal Fees which are personal in nature or not related to individual's employment

Revised by Executive Board 11/6/09

IX – Committees

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Committee Matrix

Committees	Education Summit	Membership	Government Relations
Number of Members	10-20	9-13	10-20
Committee Appointments	Apply and appointed by Board	Apply and appointed by Board	Apply and appointed by Board
Qualifications	Any Member	Any Member	Any Member
Term Limits	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Committee Officers	Chair and Co-Chair	Chair and Co-Chair	Chair and Co-Chair
Officers Appointed	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board
Chair Terms	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Officer Role	Set meeting dates and agendas, recruit committee members, implement assignments	Set meeting dates and agendas, recruit committee members, implement assignments	Set meeting dates and agendas, recruit committee members, implement assignments
Major Functions	To develop content and recruit speakers for the Education Summit	To provide feedback and recommendations to the Board on the retention and recruitment of members	To recommend and advise the Board on Budget and Legislative Priorities and provide feedback on proposed legislation, regulations impacting school districts and BOCES

Committees	Professional Development	SBMW	FMAA
Number of Members	9-13	15-20	9-13
Committee Appointments	Apply and appointed by Board	Recruited	Recruited
Qualifications	Any Member	Any Member	Any Member or CPA
Term Limits	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Committee Officers	Chair and Co-Chair	Strand Coordinators	Chair and Co-Chair
Officers Appointed	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board
Chair Terms	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Officer Role	Set meeting dates and agendas, recruit committee members, implement assignments	To develop strand curriculum	Set meeting dates and agendas, recruit committee members, implement assignments
Major Functions	To recommend and advise the Board on current and proposed professional development programs	To develop strand curriculum	To provide feedback and recommendations to the Board on the retention and recruitment of members

Committees	Business Associates	District Clerk	Treasurer
Number of Members	10-20	9-13	9-13
Committee Appointments	Apply and appointed by Board	Apply and appointed by Board	Apply and appointed by Board
Qualifications	Business Associates	District Clerk	Treasurers
Term Limits	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Committee Officers	Chair and Co-Chair	Chair and Co-Chair	Chair and Co-Chair
Officers Appointed	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board	Nominated by President, and confirmed by Board
Chair Terms	2 years with 2 year renewal	2 years with 2 year renewal	2 years with 2 year renewal
Officer Role	Set meeting dates and agendas, recruit committee members, implement assignments	Set meeting dates and agendas, recruit committee members, implement assignments	Set meeting dates and agendas, recruit committee members, implement assignments
Major Functions	To provide input and recommendations to the Board on relationships with Business Associates	To develop content and recruit speakers for professional development, articles for newsletters	To develop content and recruit speakers for professional development, articles for newsletters

Committee Membership and Leadership

The New York Association of School Business Officials firmly believes that the success or failure of any committee, to a great extent, depends upon the leadership of the committee chairperson.

Therefore, the Executive Director is charged to develop and maintain a program of assistance to help committee chairpersons fulfill their responsibilities and develop their leadership skills, *where appropriate*.

In addition, the President of the Association shall assign members of the Executive Board to be ex-officio members of each committee and to act as liaisons of the Board to assist the chairpersons and the committees.

Committee's composition should reflect the geographic diversity of the Association's membership and to this end Chapter presidents should be invited to recommend members from their areas to serve on committees.

Committee Chairperson

Committee chairpersons shall be directly responsible to the Executive Board. Their duties and responsibilities shall include the following:

- I. Prepare the goals and objectives of the committee which are in conjunction with those of the Executive Board.
- II. Plan and hold at least two meetings of the committee each year.
- III. Assist with recruitment of committee members with whom the chairperson can effectively work and who will actively pursue committee objectives.
- IV. Appoint a vice-chairperson from the committee membership and assign duties
- V. Provide input for proposed or pending legislation as it relates to the mission of the committee.
- VI. Provide items for the newsletter.
- VII. Submit a written report of committee activity at the Education Summit.
- VIII. Serve on scholarship and award selection committee
 - A. Professional Development Chair responsible for developing process and selection of Robert E. Lorette award recipient

The *Education Summit, Government Relations, and Membership, and other* Committee Chairpersons *as appropriate* shall be invited to the Executive Board re-organization meeting for the purpose of reviewing and updating the Executive Board's Strategic Plan, goals and objectives. It is extremely important that chairpersons make every effort to attend this meeting so that the Board may receive their input and communicate the goals of the Executive Board.

Vice-Chair

- I. In the absence of the Chair, will perform duties of the Chair
- II. Accept other responsibilities as assigned by the Chair
- III. May attend chapter officers' meetings

Recorder

- I. Prepare minutes/progress reports, assist with final report and disseminate to committee Liaison.
- II. Prepare other correspondence/documents and disseminate as appropriate

Revised by Executive Board 5/10/17

Committee Descriptions

Education Summit Committee

Purpose:

The purpose of the Education Summit Committee is to recommend a program of professional development for the ASBO Education Summit that would meet the needs of the Association's membership. This committee is responsible for:

- I. Identifying programs consistent with the conference theme (established by the President-Elect and the Board of Directors);
- II. Developing program descriptions and content for each workshop at the summit;
- III. Recruiting session speakers;
- IV. Providing suggestions for keynote speakers;
- V. Determining moderators;
- VI. Evaluating the Education Summit;
- VII. Performing other related tasks.

Education Summit Committee: See Committee Matrix

Revised by Executive Board 3/08

Membership Committee

Purpose:

The purpose of the Membership Committee is to encourage and monitor membership and participation in the Association, its Chapters and ASBO International. Specifically, the committee is to:

- I. Assess member and chapter satisfaction with the services and programs of ASBO and provide assistance to individual chapters as necessary;
- II. Assess the relative status of members of the profession, and recommend means of improving member satisfaction, status and membership;
- III. Perform other related tasks.

In carrying out its function, the committee is encouraged to collaborate with Chapter Presidents and representatives from ASBO International.

Membership: See Committee Matrix

Revised by Executive Board 11/6/09

Government Relations Committee

Purpose:

The primary function of the Government Relations Committee is three fold:

- I. Address issues having fiscal impact on public education and provide recommendations to the Board
- II. Examine issues requiring regulatory or legislative action and
- III. In conjunction with the Executive Board and staff, develop an action plan for advancing the Association's legislative initiatives

The Committee shall:

- I. Consider and develop response to areas such as funding adequacy and equity, state aid, budget issues, evaluation/analysis of the Executive Budget and other education funding proposals as requested by the Board.
- II. Receive, study, analyze various legislative proposals and provide recommendations with supporting rationale to oppose, support or take no position.
- III. Utilize the information resources of ASBO to communicate with SBOs and policymakers.
- IV. Perform other related tasks.

In carrying out its function, the committee is encouraged to collaborate with the State Education Department (SED), Office of Real Property Services (ORPS), Public School Accounting Committee (PSAC), Governmental Accounting Standards Board (GASB), College and University preparation programs for School Business Officials, Office of the State Comptroller (OSC), or other associations/agencies having interest in public education.

Government Relations: See Committee Matrix

Revised by Executive Board 11/6/09

Business Associates Advisory Committee

Purpose:

To provide leadership in improving the Business Associates' partnership with ASBO.

Committee Charge:

The committee charge will be:

- I. To provide input and/or recommendations regarding ways to potentially improve the Business Associate partnership with ASBO
- II. To act as a conduit to other Business Associates' regarding partnership activities and/or involvement with the Association
- III. To support and abide by all policies and decisions of ASBO
- IV. To have the full committee, upon invitation, attend a luncheon with the Executive Board at the Education Summit

Committee Composition:

The committee will consist of 20 members selected from across the state. Committee members must be Business Associates' of ASBO. Committee members will serve for a period of two years with an option for renewal.

Officers:

The committee will have a Chairperson, Vice Chairperson and a Recorder. The Chairperson will be appointed by the Executive Board. The Vice Chairperson and the Recorder will be selected by the committee. All officer terms are for a period of two years with an option for renewal.

Reports:

Reports on the recommendations and actions of the committee will be made by the Executive Director.

Business Associates Advisory: See Committee Matrix

Revised by Executive Board 11/6/09

Ad Hoc Committees**Charge:**

The committee charge, as prepared by the Executive Board will clearly note the purpose, reporting process and duration: advisory in nature.

Purpose:

To address temporal issues not pertinent to standing committees or that warrant further study/action.

Establishment:

The Executive Board determines necessity and prepares a charge. The size of the committee is to be determined by charge.

Membership:

The Executive Board appoints members.

Sunset Clause:

The Executive Board determines the duration of the committee and reporting process. Annually, the Executive Board will review the status of the Ad Hoc Committee, and the committee may be extended by approval of the Executive Board.

Note: The Constitution and By-Laws Committee will be established on an Ad-Hoc basis.

Ad Hoc: See Committee Matrix

Revised by Executive Board 11/6/09

SBMW Planning Committee

Purpose:

To provide for the coordination of all professional development programs for the Summer Business Management Workshops relative to the needs of the ASBO membership. Specifically, the committee is to:

- Identify programs within each strand that are consistent with member needs
- Develop program descriptions and content for each strand
- Recruit speakers for each session
- Determine and obtain moderators
- Evaluate the overall program
- Perform other related tasks

SBMW Planning: See Committee Matrix

Revised by Executive Board 11/6/09

SBO Leadership Academy Committee

Purpose:

To provide for the coordination of all professional development programs for the SBO Leadership academy as they relate to the needs of the ASBO membership. Specifically, the committee is to:

- Identify programs that meet the leadership needs of ASBO members
- Develop program descriptions and content
- Recruit keynote speakers and presenters
- Determine and obtain facilitators as appropriate
- Evaluate the overall program
- Develop a recruitment program for members
- Perform other related tasks

SBO Leadership Academy: See Committee Matrix

Revised by Executive Board 11/6/09

Treasurer's Committee

Purpose:

To provide for the coordination of professional development programs for Treasurers as they relate to the needs of the ASBO membership. Specifically, the committee is to:

- Identify programs that meet the needs of Treasurers in ASBO
- Develop program descriptions and content
- Recruit keynote speakers and presenters
- Determine and obtain facilitators as appropriate
- Evaluate the overall program
- Coordinate regional Treasurer meetings
- Develop a recruitment program for members
- Perform other related tasks

Treasurer's: See Committee Matrix

Revised by Executive Board 11/6/09

X – Executive Board

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Goals and Objectives

The Executive Board shall uphold the Constitution and By-Laws of ASBO.

In addition, immediate and long-range goals and objectives may be established by the Executive Board to achieve and fulfill the purposes of the Association.

Revised by Executive Board 3/12/10

Policy and Direction

The Executive Board, as the controlling body of the Association of School Business Officials of New York, realizes that the establishment of policy is its most important single function.

The Executive Director shall recommend policies for adoption to the Board, and shall administer policies enacted by the Board. Where no policy exists, the Executive Director shall use his/her best judgment to operate the Association in a prudent and business-like manner as he/she sees fit and proper.

The policies shall be developed by the members of the Board with input from the Executive Director and his/her staff, and adopted officially as board policy.

The application of board policies to individual situations is an administrative detail to be performed by the Executive Director, who is held responsible for the effective administration and supervision of the Association. Furthermore, the development and implementation of administrative regulations will be the responsibility of the Executive Director.

The formal adoption of policies shall be recorded in the minutes of the Executive Board and be included in the ASBO Policy Manual. Only those written statements so adopted and recorded shall be regarded as official board policy.

The ASBO Policy Manuals shall be distributed to all members of the Executive Board and to all members of the staff.

Revised by Executive Board 3/12/10

Changes to Constitution & By-Laws

Changes to the ASBO Constitution and By-Laws shall be made in accordance with Article VIII of the ASBO Constitution and By-Laws.

Any changes recommended by an Active Member shall be presented to the Executive Board for review.

The proposed change(s) should be presented to the membership.

Voting upon proposed changes shall occur at the Annual Meeting.

Revised by Executive Board 3/12/10

Reimbursement of Expenses

It is in the best interests of this Association that the President, President-Elect, Past President and Directors be available to perform duties and responsibilities necessary to lead, enhance and promote its goals and purposes of the Association.

To perform these tasks, the President, President-Elect, Past President and Directors expenses shall be reimbursed for purposes deemed essential for carrying out the leadership functions of the Association.

Revised by Executive Board 3/12/10

Elections

I. Vacancies

A. Annually

Three directors shall be elected annually by the membership for a two year term. Only active Members may be nominated for the position of Director and only persons who have served at least two consecutive years as a Director are eligible to be nominated for the position of President-Elect or President.

B. During the Year

In case of a vacancy on the Executive Board, the remaining members of the Executive Board shall, by majority vote, have the power to fill the vacancy until the next election. Should the office of President- Elect become vacant, there shall be a special ballot for the office of President at the next election.

C. Eligibility

The right to vote and hold ASBO office shall be limited to eligible members whose dues are paid for the current year.

II. Nomination Process

A. Eligibility of Candidates

Only active members of ASBO may be nominated for the position of Director. Candidates for the position of President-Elect must have completed at least two consecutive years as a Director in order to be nominated for the position.

B. Petitions - Nominating Process

Nominations for President-Elect and Directors shall be made by the active membership. Nominations shall be made by petition. No nominations shall be made from the floor at the Annual Meeting. Petitions shall bear the signatures of not less than twenty-five active members, who have paid their dues for the year in which they signed the petition. All petitions shall also contain the signature of the member being nominated, stating he/she agrees to serve if elected. Nominating petitions shall be accompanied by a biographical sketch of the candidate, not to exceed 200 words, and a photograph. Biographical sketches and photos will be included in Spring Reporter.

Petitions may be obtained from the Executive Director and/or his/her designee. Said petitions are to be returned to the Executive Director and/or his/her designee when completed. Petitions and biographical material must be submitted by the third Friday in March. The Executive Director and/or his/her designee shall verify the membership status of those who signed the petitions and will certify the candidacy of nominees of their eligibility to be a candidate.

III. Election Procedure

The ballot shall be issued by the most efficient and comprehensive means approved by the Board to all eligible voting members of the Association. Voting will take place over a two week period and conclude by the end of the fourth Friday in May.

IV. Election Results

The Immediate Past-President will certify the results of the election. The members of the Association shall be informed of the results of the election at the annual meeting.

Revised by Executive Board 1/31/19

Board Conflicts of Interest Policy

1. Policy Definitions.

- a. Affiliate. An “Affiliate” of the Corporation means any entity controlled by, in control of, or under common control with, the Corporation.
- b. Director. A “Director” means any member of the governing board of the Corporation, whether designated as director, trustee, manager, governor, or by any other title.
- c. Key Employee. A “Key Employee” means any person who is in a position to exercise substantial influence over the affairs of the Corporation.
- d. Officer. An “Officer” means any director, trustee, manager, governor, or by any other title, any individual holding an office of the Corporation identified in the Certificate of Incorporation and/or By-Laws.
- e. Related Party. A “Related Party” means (i) any Director, Officer or Key Employee of the Corporation, or any Affiliate; (ii) any Relative of any Director, Officer or Key Employee of the Corporation, or any Affiliate; or (iii) any entity in which any individual described in clauses (i) and (ii) herein has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).
- f. Related Party Transaction. A “Related Party Transaction” means any transaction, agreement or any other arrangement in which a Related Party has a financial interest and in which the Corporation, or any Affiliate, is a participant. The assessment of, and any determination concerning, any Related Party Transaction, must be considered in strict compliance with the adopted policies and procedures of the Corporation.
- g. Relative. A “Relative” of an individual means his or her spouse, domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and/or great-grandchildren.

2. Policy Requirements.

Any real, or potential, financial transaction with a “Related Party” (as defined herein), particularly any “Related Party Transaction” (as defined herein), and/or any other matter generally constituting a possible conflict of interest, with this Corporation and/or an “Affiliate” (as defined herein) must be addressed in accordance with the terms of this Board of Directors Conflicts of Interest Policy. Any Related Party Transaction, or any other conflicted matter, authorized in a manner that is materially inconsistent with the terms of this policy may be subsequently rendered void or voidable by a vote of the majority (50% +1) of the Board of Directors, excluding any individual with voting privileges and an interest in the subject transaction or matter.

3. General Disclosure.

Prior to initial election, or upon hiring, as appropriate, and annually thereafter, each “Director,” “Officer” and “Key Employee” (each as defined herein) shall be required to complete, sign and submit to the Secretary, or an authorized designee, as appropriate, a written statement identifying, to the best of the Director's knowledge, any entity of which he/she is an Officer, Director, Trustee, Member, Owner (either as a sole proprietor or a partner), or employee and with which the Corporation has a relationship, and any

transaction in which the Corporation is a participant, and in which the Director might have a conflicting interest, as well as those where a “Relative” (as defined herein) might have a conflicting interest. The Secretary shall provide a copy of all completed disclosure statements to the Audit and Finance Committee or, if there is no such Committee, to the Board of Directors. A copy of each disclosure statement shall be available to any Director on request.

4. Specific Disclosure.

If at any time during his or her term of service, a Director, Officer or Key Employee acquires an interest, or circumstances otherwise arise, which could give rise to a real or potential Related Party Transaction, or any other conflicted matter, he or she shall promptly disclose, in good faith, to the Board of Directors, or an authorized committee thereof, as appropriate, the material facts concerning such interest.

5. Conflicts Review Committee.

Unless another standing committee should have a charge authorizing it to address the topics discussed herein, either an Audit and Financial Committee or an *ad hoc* Conflicts Review Committee of the Board of Directors, comprised entirely of individuals considered to meet the statutory standard of “Independent Director” (as defined herein) without an interest in the given transaction or matter, shall be duly appointed and convened by the Board to review any real or potential Related Party Transaction, or matter which might be considered to constitute a conflict of interest for a particular “Related Party” (as defined herein). If no Audit and Finance or formal Conflicts Review Committee is charged, the Board (Excluding any interested Director) may act in its stead.

6. Standard of Review.

In any instance where a Related Party Transaction, or other conflicted matter, is being reviewed, and is so material that it would customarily warrant formal approval by the Board of Directors, either the Audit and Finance Committee, or an *ad hoc* Conflicts Review Committee, (as appropriate) shall thoroughly review the transaction or matter and submit to the Board a recommendation as whether or not it should be approved, or the Board, itself, shall thoroughly review the transaction and render a binding determination as to whether it should be approved.

7. Authorization of Related Party Transactions

The Corporation shall not enter into any Related Party Transaction, or any other conflicted matter, unless such a transaction or matter is determined by the Board to be fair, reasonable and in the Corporation’s best interest at the time of such determination.

8. Authorization of Transactions Concerning Substantial Financial Interest.

With respect to any Related Party Transaction, or other conflicted matter, in which a Related Party has a substantial financial interest, the Board of Directors, or an authorized committee thereof, as appropriate shall:

- a. prior to entering into such Transaction, or matter, to the extent practicable, consider alternative transactions and/or a review of information compiled from at least two (2) independent appraisals of other comparable transactions;
- b. approve the transaction by not less than a two-thirds (2/3s) majority vote of the Directors or committee members, as appropriate, present at the meeting; and,
- c. contemporaneously document the basis for approval by the Board, or authorized committee, as appropriate, which shall include the preparation of a written report, to be attached to the minutes of any meeting where the transaction or matter was deliberated or authorized, identifying the details of the transaction or matter; alternate transactions considered; materials or other information reviewed, Directors present at times of deliberations; names of those who voted in favor, opposed, abstained or were absent; and, the specific action authorized.

9. Restrictions.

With respect to any Related Party Transaction, or any other conflicted matter,

considered by the Board, or an authorized committee, as appropriate, no Related Party shall:

- a. be present at, or participate in, any deliberations;
- b. attempt to influence deliberations; and/or
- c. cast a vote on the matter.

Nothing herein shall prohibit the Board, or authorized committee, as appropriate, from requesting that a Related Party present information concerning a Related Party Transaction, or any other conflicted matter, at a Board, or Committee, meeting prior to the commencement of deliberations or voting relating thereto.

10. Audit-Related Disclosure of Conflicts.

It shall be the duty of the Secretary to see to it that all newly-received and annually-submitted Director interest disclosure statements and any case-specific Related Party Transaction reports, together the minutes of any related meetings, are promptly provided to the Chair of the Audit and Finance Committee or, if there is no Audit and Finance Committee, to the President of the Board of Directors, in an effort to assure that they are properly considered for auditing purposes.

Revised by Executive Board 10/1/14

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Control and Communications Channels

The Executive Director or his/her designee shall be the spokesperson for ASBO and shall have authority to communicate positions of the Association to appropriate persons, agencies and to the media.

The views and opinions expressed by ASBO members do not necessarily represent the views of the Association.

Revised by Executive Board 1/9/09

Mailing Lists

Mailing lists of Association members are available to members only as defined in the Constitution and By-Laws. They may not be re-distributed or re-sold. The Association office will establish a uniform fee for mailing lists. The Executive Director may at his/her discretion refuse a request for mailing lists if he/she feels the access may be detrimental to members of the Association.

Revised by Executive Board 1/9/09

Internet Terms of Use and Privacy Policy

Introduction

Thank you for visiting the Association of School Business Officials of New York (“ASBO”) website. ASBO recognizes that it is critical for individuals and businesses to be confident that their privacy is protected when they visit ASBO’s website.

Consistent with the provisions of the New York State Internet Security and Privacy Act and New York State Technology Law 201 et. seq., this policy describes ASBO’s privacy practices regarding information collected from users of this website. This policy describes what information is collected and how that information is used. Because this privacy policy only applies to this website, you should examine the privacy policy of any website, including other websites, that you access using this website.

ASBO message boards, email, and other interactive features offer opportunities for meaningful interaction where users can share knowledge, experiences, and other helpful information. All information, data, text, photographs, graphics, messages, or other materials publicly posted are the sole responsibility of the person from which such content originated. This means that you, and not ASBO, bear all risks and liabilities for all content that you upload, post, email, transmit or otherwise make available via the service. ASBO has the right in its sole discretion to refuse, move, edit or delete any and all information, data, text, photographs, graphics, messages or other materials publicly posted on this website. Moreover, ASBO shall have the right to remove any and all information, data, text, photographs, graphics, messages or other materials publicly posted regardless of whether such communications violate the terms and conditions of this policy. You agree that you must evaluate, and bear all risks associated with the use of any and all information, data, text, photographs, graphics, messages or other materials publicly posted, including any reliance on the accuracy, completeness, or usefulness of such posted information.

Terms and Conditions

This web site is maintained and operated by the Association of School Business Officials of New York. Any improper and/or unauthorized uses of the website are prohibited.

ASBO may modify this Policy at any time, and such modifications shall be effective immediately upon posting the modified Policy. You agree to review the Policy periodically to be aware of such modifications and your accessing or using this website constitutes your acceptance of the Policy as it appears at the time of your access or use.

This ASBO website is an online information and communications service subject to your agreement with all of the terms and conditions offered below. Please read this Policy carefully before accessing or using the service. By accessing or using this web site, you agree to be bound by all of the terms and conditions below.

Information Collected Automatically When You Visit this Website

When visiting this website ASBO automatically collects and stores the following information about your visit:

- i. The Internet Protocol Address and domain name used, but not the e-mail address. The Internet Protocol Address is a numerical identifier assigned either to your Internet service provider or directly to your computer;
- ii. The type of browser and operating system you used;
- iii. The date and time you visited this site;
- iv. The web pages or services you accessed at this site;
- v. The website you visited prior to coming to this website;
- vi. The website you visit as you leave this website;
- vii. If you downloaded a form, the form that was downloaded.

None of the foregoing information is deemed to constitute personal information.

For purposes of this policy, “personal information” means any information concerning a natural person, as opposed to a corporate entity, which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

The information that is collected automatically is used to improve this website’s content and to help ASBO understand how users are interacting with the website. This information is collected for statistical analysis, to determine what information is of most and least interest to our users, and to improve the utility of the material available on the website. The information is not collected for commercial marketing purposes and ASBO is not authorized to sell or otherwise disclose the information collected from the website for commercial marketing purposes.

Cookies

Cookies are simple text files stored on your web browser to provide a means of distinguishing among users of this website. The use of cookies is a standard practice among Internet websites. To better serve you, we use “session cookies” to enhance or customize your visit to this website. Session cookies can be created automatically on the device you use to access this website. These session cookies do not contain personal information and do not compromise your privacy or security. We may use the cookie feature to store a randomly generated identifying tag on the device you use to access this website. A session cookie is erased during operation of your browser or when your browser is closed.

If you wish, you may complete a registration to personalize this website and permit a “persistent cookie” to be stored on your computer’s hard drive if ASBO makes this service available. This persistent cookie will allow the website to recognize you when you visit again and to tailor the information presented to you based on your needs and interests. ASBO will only use persistent cookies only with your permission.

The software and hardware you use to access the website allows you to refuse new cookies or delete existing cookies. Refusing or deleting these cookies may limit your ability to take advantage of some features of this website.

Information Collected When You E-mail this Website or Initiate an Online Transaction

During your visit to this website you may send an e-mail to ASBO. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this website, or to forward your message to another organization for appropriate follow-up. Your e-mail address is not collected

for commercial purposes and ASBO is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to this website you may initiate a transaction such as a survey, registration, or order form. The information, including personal information, volunteered by you in initiating the transaction is used by ASBO to operate ASBO programs, which include the provision of goods, services and information. The information collected by ASBO may be disclosed by ASBO for those purposes that may be reasonably ascertained from the nature and terms of the transaction in connection with which the information was submitted.

ASBO does not knowingly collect personal information from children or create profiles of children through this website. Users are cautioned, however, that the collection of personal information submitted in an e-mail or through an online transaction will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access. ASBO strongly encourages parents and teachers to be involved in children's Internet activities and to provide guidance whenever children are asked to provide personal information online.

Information and Choice

As noted above, ASBO does not collect any personal information about you during your visit to this website unless you provide that information voluntarily by sending an e-mail or initiating an online transaction such as a survey, registration, or order form. You may choose not to send us an e-mail, respond to a survey, or complete an order form. While your choice not to participate in these activities may limit your ability to receive specific services or products through this website, it will not prevent you from requesting services or products from ASBO by other means and will not normally have an impact on your ability to take advantage of other features of the website, including browsing or downloading most publicly available information.

Disclosure of Information Collected Through This Website

The collection of information through this website and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. ASBO will only collect personal information through this website or disclose personal information collected through this website if the user has consented to the collection or disclosure of such personal information. Participation in an online transaction resulting in the disclosure of personal information to ASBO by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of the information by ASBO for the purposes reasonably ascertainable from the nature and terms of the transaction.

However, ASBO may collect or disclose personal information without user consent if the collection or disclosure is:

1. necessary for ASBO to operate a program authorized by law, or authorized by state or federal statute or regulation;
2. made pursuant to a court order or by law;
3. for the purpose of validating the identity of the user; or
4. of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

ASBO may disclose personal information to federal or state law enforcement authorities to enforce ASBO's rights against unauthorized access or attempted unauthorized access to ASBO's information technology assets or against other inappropriate use of this website.

Confidentiality and Integrity of Personal Information Collected Through this Website

ASBO is strongly committed to protecting personal information collected through this website against unauthorized access, use, or disclosure. Consequently, ASBO limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information are required to follow appropriate procedures in connection with any disclosures of personal information.

In addition, ASBO has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For site security purposes, and to ensure that this service remains available to all users, all network traffic is monitored in order to identify unauthorized attempts to upload or change information, or otherwise cause damage or conduct criminal activity. To protect the system from unauthorized use and to ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored and recorded. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, system personnel may provide the results of such monitoring to appropriate officials.

Right to Opt-Out

You have the right to "opt-out" of receiving email messages. You may opt-out by sending an e-mail to asbomail@ASBO.org and indicating that you opt not to receive any emails from us or you may use the available features provided by the web site for opting in or out.

Subscription Services

This website may allow you to subscribe to certain products and services. The personal information that you may provide in conjunction with these subscription services or offerings will be used only for the purpose of providing you with such services or for responding to your subscription requests. The personal information that we collect in connection with the web-based subscription services shall be maintained separate and apart from the personal information collected through this website.

Disclaimer

Information provided on this web site is intended to allow the public immediate access to public information. While all attempts are made to provide accurate, current, and reliable information, ASBO recognizes the possibility of human and/or mechanical error. Therefore, ASBO, its employees, officers and agents make no representations as to the accuracy, completeness, currency, or suitability of the information provided by this web site, and denies any expressed or

implied warranty as to the same. ASBO shall not be responsible for any error or omission, or for the use of, or the results obtained from the use of, this information.

ASBO does not represent or warrant that materials in this website, including without limitation any information about ASBO provided by third parties, are accurate, complete, reliable, current or error-free.

You understand that ASBO cannot and does not guarantee or warrant that files available for downloading will be free of viruses or other code that manifest contaminating or destructive properties. Each user is responsible for implementing sufficient procedures and checkpoints to satisfy his or her particular requirements for accuracy of data input and output, and for maintaining a means external to this web site for the reconstruction of any lost data. ASBO does not assume any responsibility or risk for your use of this website.

This site may be linked to other sites which are not maintained by ASBO. ASBO is not responsible for the content of any off-site pages that are referenced by our website. ASBO is not responsible for the content of those sites. ASBO does not control or guarantee the accuracy, relevancy, timeliness, or completeness of this outside information. A link does not constitute an endorsement of the content, viewpoint, accuracy, opinions, policies, products, services, or accessibility of that website. Once you link to another website from this website, you are subject to the terms and conditions of that website, including, but not limited to, its Internet privacy policy.

The information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting as fail proof, the security of information provided through this website.

Restriction of Liability

ASBO will not be liable for any damages or injury, including but not limited to, special or consequential damages that result from the use of, or the inability to use, the materials in this site or a site which is linked to this site, even if there is negligence on the part of ASBO or an authorized representative of either has been advised of the possibility of such damages, or both.

Venue

This Agreement is entered into and performed in the State of New York, United States of America, and is governed by and shall be construed in all respects under the laws of New York exclusive of its choice of law or conflict of laws provisions. In any claim or action directly or indirectly arising under this Policy or related to this website, each party irrevocably submits to the exclusive personal jurisdiction of the New York Supreme Court sitting in Albany County, New York, or if such court does not have subject-matter jurisdiction, then each party irrevocably submits to the exclusive personal jurisdiction of the United States District Court for the Northern District of New York, and whichever of those two courts has jurisdiction each party waives any jurisdictional, venue, or inconvenient forum objections to such court.

Severability and Non-Waiver

If any provision of this Policy shall be deemed unlawful, void or for any reason unenforceable, then that provision shall be deemed severable from this Policy and shall not effect the validity and enforceability of any remaining provisions. The failure of ASBO to insist upon or enforce

strict performance of any of the provisions of this Policy or to exercise any rights or remedies under this Policy will not be construed as a waiver or relinquishment to any extent of ASBO's right to assert or rely upon any such provisions, rights, or remedies in that or any other instance; rather, the same will be and remain in full force and effect.

Indemnification

The user agrees to defend, indemnify, and hold harmless, ASBO and any of its officers or employees from and against all claims and expenses, including attorney fees, arising out of the use of the on-line service by user in reference to any claim, however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence).

Notice of Termination

ASBO has the right to suspend or terminate any service at its sole discretion if the terms and conditions or the general usage policies contained herein are violated in any way. No refunds are issued for terminated services.

Prohibited activity includes but is not limited to any action that violates New York State Law or Regulations or Federal Law or Regulations, transmitting or receiving obscene material and/or transmitting or receiving foul or abusive language. ASBO shall at its sole discretion determine what constitutes obscene material or foul or abusive language.

Contact Information

For questions regarding this Internet privacy policy, please contact:

By E-mail: asbomail@ASBO.org

By Regular Mail: ASBO, 453 New Karner Road, Albany, NY 12205

By Telephone: 518-434-2281

Adopted by Executive Board 1/9/09

Support Service Operations

Insurance/Officers Bonds

It shall be the policy of the Association of School Business Officials of New York to indemnify and protect the Association, the members of the Board, employees and volunteer personnel against suits for damages sought for negligence or wrongful acts alleged to have been committed or omitted in the scope of their duties or employment with the Association.

The Executive Director shall recommend the purchase of the necessary insurance coverage to institute this policy. The Board will authorize this expenditure at its annual re-organizational meeting.

Legal representation will be retained and compensated by the Association to defend the Association, members of the Board, employees and volunteer personnel when necessary. Approval shall be given for the consultations and expenditures by majority of the Executive Committee of the Board.

Revised by Executive Board 7/10/09

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Constitution

Preamble

The Association of School Business Officials of New York is dedicated to the advancement of education by providing leadership in the practice of school business management and by affording its membership opportunities for professional growth and services.

Purposes

This corporation is formed to receive, administer, and expend funds for charitable and educational purposes, including, to:

- I. engage exclusively as an organization to advance educational, scientific and charitable endeavors pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws;
- II. advance education at the elementary, secondary, college and post-graduate levels;
- III. enable the members and the general public to better conduct the management of schools at all levels for the benefit of the students and the community;
- IV. conduct research in the aforesaid areas for the benefit of the students and the community;
- V. provide a program of professional education for persons engaged in or studying the field of educational administration;
- VI. protect the public by promoting the highest standards of ethical conduct by persons engaged in the field of educational administration.

Article I - Membership

Membership in the Association shall consist of five classifications: Active, Institutional, Associate, Honorary Life, and Emeritus.

- I. Active membership shall be available to all persons engaged in the practice of school business management.
- II. Institutional Membership shall be available to school districts and BOCES. A designated staff person shall have the privileges of an active member.
- III. SBO Staff Membership shall be available to employees of a school district with at least one active member in the district. SBO Staff Members can vote and serve on committees. Student Membership shall include students enrolled in at least 6 credit hours and not employed full-time in a school district. Student members can serve on committees.
- IV. Retired Membership shall include former active members or SBO Staff members no longer working in a school district. Retired members can serve on committee.
- V. Business Membership shall include those persons providing services or products to a school district.
- VI. Colleges/Universities/Non-profits Membership shall include those institutions not designated a school district or BOCES and can designate one staff member for voting privileges and to serve on committees.
- VII. Honorary Membership shall include past presidents and those persons determined by the Executive Board who have merited such membership. Past Presidents who otherwise qualify for Active Membership shall be afforded all the privileges of Active membership until retired from education in New York State.

Article II - The Executive Board

The Executive Board of the Association shall consist of a President, President-Elect, the Immediate Past President, and six Directors.

- I. The President-Elect shall be elected annually by the membership, and shall become President immediately following completion of the term as President-Elect.
- II. Three Directors shall be elected annually by the membership for a two year term.
- III. In the case of a tie in the election for any member of the Executive Board, the existing members of the Executive Board, except for any member of the Board who may be involved in the tie, shall, by 2/3 majority of those remaining members select the winning candidate. The determination shall be made at the next regularly scheduled meeting of the Executive Board following the election where the tie occurred.
- IV. Only Active members may be nominated for the position of Director and only persons who have served at least two consecutive years as a Director are eligible to be nominated for the position of President-Elect or President.
- V. In the case of a vacancy on the Executive Board, the remaining members of the Executive Board shall, by majority vote, have the power to fill the vacancy until the next election. Should the office of President-Elect become vacant, there shall be a special ballot for the office of President at the next election.
- VI. The Executive Board is vested with the power to act in the name of the Association between Annual Meetings. Such power will include, but not be limited to:
 - A. appointment of a qualified auditor to perform an independent audit;
 - B. selection of the site of the annual meeting
 - C. power to remove for good cause, by unanimous vote of those present at a duly constituted meeting, any member of the Board;
 - D. creation of any committee or task force as may be required to further the work goals and objectives of the Association.
- VII. The Executive Board shall meet at least four times in any fiscal year. It shall conduct its business in accordance with the latest edition of Robert's Rules of Order. Minutes of actions taken by Board shall be maintained. A summary of actions taken shall be made available to the membership. All members of the Executive Board shall serve until replaced by their successors.

Article III - Executive Director & Treasurer

- I. An Executive Director shall be appointed by the Executive Board under terms and conditions determined by the Executive Board. The Executive Director shall perform such duties and functions as shall be prescribed by the Executive Board. The Executive Director shall not be eligible to serve as a member of the Executive Board or as the Treasurer.
- II. A Treasurer shall be appointed annually by the Executive Board. He/She shall serve at the Executive Board's pleasure under terms and conditions determined by the Executive Board. The Treasurer shall perform such duties and functions as shall be prescribed by the Executive Board. The Treasurer shall be supervised and evaluated by the Executive Director. The Treasurer shall not be eligible to serve as a member of the Executive Board.

Article IV - Meetings

- I. The Association shall hold an Annual Meeting at a time, date and location to be determined by the Executive Board. A notice to the membership, either by mail or in The Reporter, is required thirty days in Advance of any meeting at which the Executive Board will vote on a change in the Annual Meeting time, date or location.
- II. A Special Meeting of the Association's membership may be called by the Executive Board with notice to members at least three weeks before the proposed meeting date. Such notice shall include the time, location and purpose of the meeting.
- III. Any motion or proposition to come before a meeting of the Association, except amendment of the Constitution and By-Laws of the Association, must be approved by a majority of those present and voting.

Article V - Chapters of The Association

The Executive Board may grant, revise, or revoke a charter to a regional group of members which shall be known as a chapter.

Article VI - Affiliation

The Executive Board may establish liaison with such organizations or groups as it shall determine to be in the best interest of the Association. However, liaison or affiliation shall not be established with any organization or group which shall alter the status of the Association membership or will require financial support in excess of \$1,500.00 without the approving vote of the membership at an Annual or Special Meeting.

Article VII - Charitable Activity Restrictions

No part of the net income of the Corporation shall inure to the benefit of, or be distributable to, its Executive Board, Officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in the furtherance of the purposes and objectives of this Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in, any political campaign on behalf of any candidates for public office.

Notwithstanding any other provisions of these Articles, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on 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 VIII - Amendment To The Constitution & By-Laws

Proposed changes to this Constitution and By-Laws of the Association may be made by any voting member to the Executive Board in writing no later than seventy-five days prior to the first day of the meeting. Such proposals may be changed or corrected solely for the purpose of clarification prior to the time of voting. Such proposed changes shall be made available to the membership not later than sixty days prior to the first day of the meeting. Approval of proposed changes shall be by not less than two-thirds of those voting, either present or by absentee ballot.

Article IX - Dissolution

Upon dissolution of the Corporation, the assets of the Corporation shall be distributed exclusively for charitable or educational purposes, or to tax exempt organizations. Such organizations must be exempt from Federal tax under Section 501 (c) (3) of the Internal Revenue Code of 1986. Contributions must then be 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 Corporations shall be preferred.

Revised by Executive Board 11/12

By-Laws

Article I - Duties of Officers

- I. The President shall represent the Association in accordance with the Constitution and By-Laws shall act as Chairperson of the Executive Board. He/She shall preside at all business sessions of Association meetings and perform such other duties as may be prescribed by the Executive Board.
- II. The President-Elect shall perform the duties of President when the Executive Board shall determine that the President is unable to act. He/She shall also perform those duties as the President may delegate him/her.

Article II - Dues

- I. Active dues membership shall be .004 of salary and not less than \$150.
- II. Institutional Membership shall be the following:
 - 1-5 Staff \$1,000
 - 6-10 Staff \$1,500
 - More than 10 Staff \$2,000
- III. SBO Staff Membership shall be \$150.
- IV. Student Membership shall be \$50.
- V. Retired Membership shall be \$50
- VI. Business Membership shall be \$300
- VII. College/University/Non-profit Membership shall be \$500
- VIII. Honorary Membership shall be free.
- IX. If the unrestricted undesignated net assets on the audited unrestricted expenses fall below 40%, then the dues shall be increased by .0005 effective January 1st of the succeeding year. The Executive Board reserves the right to postpone a dues increase by two-thirds vote of the Executive Board.

Article III - Membership and Fiscal Year

- I. Membership shall be continuous effective of the date of the first payment of dues.
- II. The fiscal year shall extend from July 1 to June 30.

Revised by Executive Board 3/13/16