



BYLAWS OF THE NORTH CAROLINA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

As of February 2026

Mission Statement

The North Carolina Association of School Business Officials believes that sound school business practices can best be achieved by dedicated school business officials who capitalize on the latest professional development practices in order to implement sound business procedures. It believes that the quality of administration of the public schools has an overriding effect on the ability of the schools to deliver the required programs.

Objectives

As provided in the Articles of Incorporation, the three primary objectives of the Association are to 1) further the professional development of members, 2) promote and provide leadership for the improvement and advancement of members and 3) promote the improvement and advancement of public education through greater fiscal accountability and integrity.

Article I: Organization

Section 1. Name: The name of this organization shall be "The North Carolina Association of School Business Officials" (hereinafter "Association.") The Association is a nonprofit corporation under the laws in the State of North Carolina and was organized December 12, 1983.

Section 2. Emblem: The Executive Council of the Association shall regulate the use of the emblem, name and acronym "NCASBO".

Section 3: Affiliations: The Executive Council of the Association shall have the authority to determine those professional Associations with which the Association shall affiliate or disaffiliate.

Section 4. 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.

Section 5. Audits and Financial Reports:

- A. The Treasurer shall render such financial reports as directed by the Executive Council.
- B. The Executive Council shall arrange for an independent review of the financial records of the Association and provide a written report of the findings.
- C. The Executive Council shall publish the annual financial statement summary for the membership.

Article II: Purpose

The purpose of this Association shall be limited to those activities consistent with the non-profit character of the Association within the meaning of Section 501 (c)(3) of the Internal Revenue Code by providing programs and services that promote the highest standards of school business management.

This Association is not organized for the profit of its directors, officers or members.

Article III: Memberships

All members are required to adhere to the Association's Code of Ethics.

Section 1. Types: The Executive Council has the authority to determine membership categories within two types of membership: A. Voting and B. Non-Voting.

A. Voting membership shall contain three categories: (1) Active; (2) Life; and (3) Retired.

1. Active Individual and Active District Member. Individuals meeting the following criteria are eligible for active membership:

- a) An individual employed by a North Carolina education entity to perform school business functions in an administrative or supervisory capacity.
- b) An individual employed as a North Carolina state school business official.
- c) An individual employed as a professional business staff member of a) or b) above.

2. Active Lifetime Member. An individual who paid a one-time payment of ten times the rate of active membership dues prior to July 2020 and continues as an individual Active Member. (Lifetime members are grandfathered.)
 3. Retired Member. An individual who holds an active or lifetime membership at the time of his/her retirement from the field of school business administration.
- B. Nonvoting membership shall contain two categories: (1) Associate; and (2) Honorary.

1. Associate Member. Individuals meeting the following criteria are eligible for Associate membership:

An individual who is commercially interested in the field of school business management. A firm may purchase an Associate Membership with the company designating one employee to represent the firm.

An individual who is currently a member of another state's ASBO organization or is in another state's education entity.

2. Honorary Member. The Executive Council has the authority to confer Honorary memberships.

Section 2. Eligibility: The Executive Council shall have the power to review and determine eligibility of all applicants for membership except that no individual may be denied membership on the basis of race, national origin, religion, or gender.

Section 3. Dues: The dues for each membership category shall be set by the Executive Council. All dues shall be paid annually and Honorary Members shall pay no dues.

Section 4. Discipline: The Executive Council may revoke the membership of an individual member for a breach of ethics after providing the member with due process. No member shall be expelled except by a two-thirds vote of the Executive Council after a hearing at which the member whose expulsion is being considered was given an opportunity to be heard in his/her own defense.

Article IV: Administration

Section 1. Officers: The officers of the Association are members of the Executive Council and shall be a President, President-Elect, Vice President, Secretary, Treasurer and Immediate Past President. An eligible candidate is one who is a voting member and has actively served as a member of the Executive Council (including committee chairs) for at least two (2) years. The Executive Director serves as a non-voting officer.

A. President

The President shall hold office for a period of one year. It shall be the duty of the President to preside or to arrange for presiding officers at all meetings and in consultation with the Executive Council to arrange for the annual meeting of the Association. The President shall appoint all committee chair and may appoint committee members. The Executive Director reports to the President.

The President shall be the presiding officer of the Executive Council and shall call all meetings of this Council. The President shall be a non-voting member of the Executive Council, except in the case of a tie vote. The President shall perform all other duties pertaining to the office.

B. President-Elect

The President-Elect shall hold office for the period of one year and shall become President the succeeding year. The President-Elect shall serve as Conference Committee Chair.

C. Vice President

The Vice President shall hold office for the period of one year.

D. Secretary

The Secretary shall hold office for the period of one year and may be re-elected for subsequent years. The Secretary shall keep a complete and accurate record of the proceedings of all meetings of the Executive Council and the Association's annual meeting.

E. Treasurer

The Treasurer shall hold office for the period of one year. The Treasurer will have monthly financial oversight duties on all monies collected, deposited and expended as processed by the NCASBO staff. The Treasurer shall oversee the collection of all monies and the depositing of the same in the official depository of the Association. The Treasurer shall ensure an accurate accounting of all revenues and expenditures that the Association incurs and make an annual report of the same to the membership. The Treasurer will ensure that the Board receives an accurate financial report at every council meeting.

F. Immediate Past President

The Immediate Past President will hold office on July 1 following the expiration of the term as President and serve for a period of one year. The Immediate Past President will also serve as the chair of the Nomination Committee and act as the Whistle Policy Compliance Officer.

G. Executive Director

The Executive Director shall serve as the administrative and chief executive officer of the Association. The Executive Director is responsible for the day to day activities of the Association including the receiving of funds. The Executive Director shall implement the Association's business arrangements and other transactions as are feasible, practical and in the best interest of the Association. The Executive Director shall perform any other duties which may be directed by the President.

Section 2. Executive Council: In addition to the elected officers, the Executive Council shall be composed of two voting members from each region (called Regional Representative) and standing and ad hoc committee chairs. The North Carolina State Director of the Southeastern Association of School Business Officials (SASBO), the Department of Public Instruction Liaison and the Association's Executive Director shall be ex-officio, non-voting members of the Executive Council.

- A. The Executive Council derives its authority from the members of the Association. It shall have the corporate responsibility of the Association.
- B. The Executive Council shall be accountable to the members of the Association and shall have the following responsibilities:
 - 1. Oversee all affairs of the Association, including the approval of employment of the Executive Director and staff.
 - 2. Review and take appropriate action on matters brought before the Executive Council by Association members or committee chairs and, when deemed appropriate, items will be presented to the Association's membership for information and/or vote at the annual business meeting;
 - 3. Inform membership on current Association matters throughout the year;
 - 4. Propose and adopt the annual budget of the Association;
 - 5. Annually review and approve the Executive Council's Procedures Manual;
 - 6. Review and take appropriate action on the plans and budget for conferences and professional development activities of the Association;

7. Adopt and maintain a code of ethics and standards of conduct for the profession of school business officials;
8. Approve the appointment of the North Carolina State Director of the Southeastern Association of School Business Officials (SASBO);
9. Determine the Association dues.

ARTICLE V: Election of Officers

Section 1. The Executive Council shall assume responsibility for the election of all officers.

Section 2. Election of officers is to be held at the annual business meeting of the Association. All officers take office July 1 following the election. The nominating committee, chaired by the immediate past-president, shall present one or more names in nomination for President-Elect, Vice President, Secretary, and Treasurer at the annual business meeting. Nominations for these offices may also be made at the annual business meeting by any active member at the time of the meeting. Election shall be by majority vote of members in attendance in person, virtually or electronically.

Section 3. In case of vacancy in the office of Secretary or Treasurer, the Executive Council shall appoint a member meeting the requirements of the office to serve for the remainder of the term.

Section 4. In case of vacancy in the office of the President, the President-Elect shall immediately succeed to the office of the President and serve the remainder of the term.

Section 5. In case of vacancy in the office of the President-Elect or Vice President, the Executive Council shall provide for a special election.

ARTICLE VI: Committees And Regional Representatives

Section 1. The standing committees of the Association shall consist of: Bylaws Committee, Professional Development Committee, Nominating Committee, Scholarship Committee, Conference Committee, Chart of Accounts/Financial

Reporting Committee, Affiliations, Budget, and Historian. Ad hoc committees may be authorized by the President.

Section 2. The duties of the standing committees shall be determined by the Executive Council and ad hoc committees by the President, as outlined in the Executive Council's Procedures Manual.

Section 3: Committee chairs are an integral part of the Executive Council meetings. Each committee (standing and ad hoc) shall have one vote on Executive Council matters.

Section 4. Each region may elect or appoint two representatives to serve on the Executive Council for a two year term.

- A. Regional Representatives are responsible for communication between the Executive Council and the region's members.
- B. Regional Representatives are an integral part of the Executive Council meetings. Each Regional Representative shall have one vote on Executive Council matters.

ARTICLE VII: Meetings

Section 1. Annual business or called meetings of the Association shall be held at such time and place as shall be determined by the Executive Council after appropriate notice. At the annual business meeting, active members shall have the right and responsibility to:

- A. Receive and act on amendments to the Bylaws.
- B. Receive and act on the annual report of the Treasurer and the audit report.
- C. Receive and act on matters brought before the membership from the Executive Council for their vote.
- D. Receive and act on the minutes of the business session of the previous annual business meeting.
- E. Perform other duties as may be required by the Association.

Section 2. The Executive Council shall meet at least quarterly at a date and location (including virtually) as determined by the President.

Section 3. A majority of the voting members of the Executive Council shall constitute a quorum. For purposes of declaring a quorum only, the President may appoint any voting members attending a given meeting as voting members for that particular meeting.

Section 4. Any matter which may be acted upon by the membership or the Executive Council of the association may be submitted to a vote of the membership by electronic means.

ARTICLE VIII: Executive Council's Procedures Manual

To supplement the Bylaws of the Association, there shall be a Procedures Manual reviewed and maintained containing additional rules, regulations, and procedures approved by the Executive Council, to be used in managing the affairs of the organization.

ARTICLE IX: Indemnification

The Association shall indemnify any past or present director, officer or employee of the Association against liabilities and reasonable litigation expenses, including attorney's fees, incurred by him/her in connection with any action, suit or proceeding in which he/she is made or is threatened to be made a party by reason of being or having been such director, officer or employee, all to the extent required by North Carolina General Statutes Chapter 55A (the North Carolina Nonprofit Corporation Act), or to the extent that such obligation to indemnify is covered by any applicable contract or policy of insurance purchased by the Association and subject to the terms and conditions of such contract or policy of insurance; provided that the Association shall have no obligation to indemnify any such director, officer or employee if in such action, suit or proceeding he/she shall be adjudged to have acted in bad faith or to have been liable or guilty by reason of willful misconduct in the performance of any duty, or if the Association is prohibited from indemnifying such director, officer or employee by the North Carolina Nonprofit Corporation Act. Nothing in this Section shall prohibit the Association from voluntarily indemnifying any director, officer, employee, or authorized volunteer on a case-by-case basis. For purposes of these indemnification provisions, the Executive Director shall be an officer.

ARTICLE X: Dissolution or Liquidation

No member, officer, or any private individual shall be entitled to share in the distribution of any of the assets of the Association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for the charitable and educational uses and purposes similar to those of this Association. The organization shall be designated by the final Executive Council of the Association.

Article XII: Amendments or Revisions to Bylaws

Amendments or revisions to the Bylaws may be proposed at the annual business meeting of the Association. Such amendments or revisions shall be determined by a two-thirds majority of the voting members present. All amendments shall become effective upon approval by the membership.

Section 1. Rules: The rules contained in Robert's Rules of Order, Revised, shall govern this Association wherever applicable, and not inconsistent with the Constitution and Bylaws or special rules of the Association.

Section 2. Adoption: Adoption of the Bylaws was in April 1983.

Section 3. Amendments or Revisions to Bylaws:

January 27, 1986 Article VII, Section 3 changed to eliminate the 60-day prior notification requirement for amendments to the Constitution and By-Laws; Article XI to be changed to eliminate the stipulation for written ballot changes to the Constitution and By-Laws. Article VI, Section 2 to be changed to include the office of Vice-President as an elected official. Article VII, Section 3 to be expanded to allow for a non-voting membership classification entitled Associate Membership, with the fee to be set in the same manner as regular membership fees.

February 5, 1989 Added: Each of the eight Educational Regions shall elect/appoint a representative for a two (2) year term.

February 14, 1990 Change to delete throughout any reference to the Controller's Office. Rewording throughout to allow lifetime members to vote and hold office. Segregate duties of the office of Secretary/Treasurer and allow President to appoint committee chairmen each year.

February 18, 1993 Changed the term of office for elected officers from July 1-June 30 to April 1-March 31, effective April 1, 1993 and establish a Conference Committee as an additional standing committee.

February 14, 2008 Changed Section 4 Fiscal Year back to July to June.

February 16, 2012 Changed Article VI Committees, Section 3 to allow committee chairs one vote on Executive Council matters.

February 12, 2014 Changed Article IV, A. President, Executive Assistant to Executive Director. Changed Article IV, Section 1 to The officers of the Association are members of the Executive Council and shall be a President, President-Elect, Vice President, Secretary, and Treasurer. An eligible candidate is one who is a voting member and has actively served as a member of the Executive Council (including committee chairs) for at least two (2) years."

May 2021 Major revision to update By Laws to 501c3 guidelines and current practices.

February 2026 – Change to Treasurer position to allow NCASBO staff to process and write checks. Effective July 1, 2026.

The North Carolina Association of School Business Officials will adhere to a policy of nondiscrimination on the basis of religion, race, color, sex, national background, age, disability status, sexual orientation, and political affiliation in all of its programs and practices.