

# **OASBO**

## **Constitution and By-Laws**

### **CONSTITUTION**

#### **ARTICLE I – NAME**

The name of the organization governed by this Constitution and associated By-Laws shall be the Ohio Association of School Business Officials (OASBO or the Association).

#### **ARTICLE II - PURPOSE**

The general aim of OASBO is the advancement of public education in Ohio through continuing progress in the conduct of the business affairs of school districts. Its purpose shall be as follows:

- A. To promote the professional growth and welfare of business officials in the Ohio public schools.
- B. To work for the promulgation and maintenance of efficient methods of procedure and high standards of ethical practice in the conduct of the business affairs of school districts.
- C. To cooperate with other professional school organizations of the state and nation in the advancement of common aims.
- D. To support and promote those legislative acts of the State of Ohio which further the aims of OASBO.

#### **ARTICLE III - AFFILIATION**

OASBO shall be affiliated with the Association of School Business Officials International.

#### **ARTICLE IV - MEMBERSHIP**

##### Section 1. Professional Membership

- A. Professional membership shall be open to persons employed in the business affairs of school districts in Ohio.
- B. Professional members shall be eligible for professional assistance within the Board of Directors' guidelines.
- C. Professional members will be entitled to publications, the privilege of registering for conferences and meetings at membership prices, all mailings and other services determined by the Board of Directors.
- D. Professional members shall have the right to vote and hold office.

## Section 2 A. Associate Membership

- A. Associate membership is open to members of other education management team associations, to persons employed in institutions of higher education in positions related to the field of school business administration, to persons licensed to practice business management in Ohio but currently not practicing, to persons interested in employment in the profession, to members of the Ohio Department of Education, to full-time students, to persons engaged in non-profit agencies providing educational services, to support staff for school district business and fiscal operations, and to employees of the Auditor of State and other related state agencies.
- B. Associate members will be entitled to publications, the privilege of registering for conferences and meetings at membership prices, all mailings, and other services determined by the Board of Directors.
- C. Associate members shall not have the right to vote or hold office.

## Section 2 B. Retired Membership

- A. Retired membership is available to members of OASBO who hold active membership at the time of their retirement. Retired means having been accepted for retirement by the School Employees Retirement System, the State Teachers Retirement System, or the Public Employees Retirement System, and being no longer employed by a board of education of this state. Retired-rehired school business officials serving as treasurer, CFO or business manager are not eligible for retired membership. They are eligible for professional membership.
- B. Retired members will be entitled to publications, the privilege of registering for conferences and meetings, all mailings, and other services as determined by the Board of Directors.
- C. Retired members shall not have the right to vote or hold office.

## Section 2 C. Service Affiliate Membership

- A. Service affiliate membership is open to any organization or sole proprietor that offers products or services to Ohio public school districts. It is issued in the name of the organization/company.
- B. Service affiliate members shall be entitled to member benefits/services as determined by the Board of Directors.
- C. Service affiliates shall not have the right to vote or hold office.

## Section 3. Honorary and Lifetime Members

- A. Lifetime memberships in OASBO will be awarded at the Annual Meeting to Past Presidents who have announced their intention to retire from the school business field within the year or if they will no longer be employed full-time in a school business official position.
- B. Honorary memberships in OASBO will be awarded at the Annual Meeting to persons who may be so honored by the Board of Directors.

- C. Lifetime and honorary members shall not have the right to vote or hold office.

#### Section 4. Determination of Membership

- A. Any properly qualified person or entity shall be considered a member upon payment of the dues required for membership.
- B. Qualification for membership shall be determined by the Board of Directors.

### **ARTICLE V – OFFICERS AND BOARD OF DIRECTORS**

#### Section 1. Eligibility for Officers and Members of the Board of Directors

- A. An Ohio School Business Official (defined as an individual who is an employee of or directly employed by a school district board of education).
- B. A professional member as defined in Article IV, Section 1, of this Constitution.

#### Section 2A. Officers

The officers of OASBO shall consist of a President, President-Elect, Vice President, and Secretary-Treasurer.

#### Section 2B. Qualifications of Officers and Members of the Board of Directors

Ohio School Business Officials who have been an OASBO member for three years and demonstrate leadership qualities, with emphasis placed on the following:

1. One term as an OASBO chapter officer.
2. One term in an OASBO leadership position (e.g., regional director, committee chair, seminar director, or other OASBO leadership service).

#### Section 3. President

Member: Board of Directors

Term: The President shall serve for one year to begin on the first day of July.

General: The President shall be responsible for providing leadership, planning, organizing and overseeing the operation of OASBO in order that OASBO's goals may be achieved in accordance with the Constitution and By-Laws of OASBO.

Responsibilities:

- A. The President shall be the presiding officer at all meetings of the Board of Directors. He/she shall also be the presiding officer at the Annual Meeting of the general membership.
- B. The President shall work closely with the Executive Director to see that all matters of business are expedited.

- C. The President or his/her designee is to represent the membership of OASBO at all times when needed.
- D. The President shall, in conjunction with the OASBO Board of Directors, set, establish, and monitor goals for OASBO through but not limited to the annual evaluation of the Executive Director/CEO.
- E. The President shall also see that the relationship with the Association of School Business Officials International be promoted in order that OASBO and the Association of School Business Officials International can grow together for mutual professional benefit.
- F. The President may call meetings of the Board of Directors as he/she deems necessary with twenty-four hours' notice. The President shall present a list of scheduled Board of Directors meetings no later than July 31. The list shall contain not less than four Board of Directors meetings.
- G. The President shall also manage any other special needs as they develop throughout his/her tenure of office.

#### Section 4. President-Elect

Member: Board of Directors

Term and Succession to President: The President-Elect shall serve for a term of one year to begin on the first day of July, and shall automatically succeed to the office of President upon the completion of his/her term of office as President-Elect.

General: The President-Elect shall work closely with the President in assuming major responsibilities to provide leadership continuity for the organization. He/she, in the absence of the President or the inability of the President to serve, shall assume the duties of the President. Major responsibilities will consist of the Annual Workshop, as described further below, and leadership transition.

Responsibilities:

- A. The President-Elect is the chairperson of the Annual Workshop Committee, and shall organize and oversee its subcommittees as designated by the Board of Directors, and work collaboratively with the subcommittees and staff to implement all planning and promotional activities for the Annual Workshop.
- B. The President-Elect shall work closely with the President in establishing leadership for each committee, (or task force, or ad hoc work group), provide major assistance in making contacts necessary to develop a workable membership for each committee, serve as a "committee liaison" for the Board of Directors to make many contacts during the year with committee leadership to review progress, to offer suggestions and assistance to committees, and to otherwise aid committees in carrying out OASBO goals.
- C. The President-Elect is an elected officer in OASBO and, as such, the person elected will meet as necessary with the President to become fully aware of the responsibilities of the office of President which will continue into the following year, and will handle other assignments requested by the President.

#### Section 5. Vice President

Member: Board of Directors

Term and Succession to President-Elect: The Vice President shall be elected at the Annual Meeting for a term of one year to begin on the first day of July next ensuing, and shall automatically succeed to the office of President-Elect upon the completion of his/her term of office as Vice President.

General: The Vice President shall work closely with the other officers and members of the Board of Directors to assure that OASBO is accomplishing its goals and meeting the needs of its membership. He/she shall assume the duties of President in the absence or inability of the President and President-Elect to serve as required by the Constitution and By-Laws.

Responsibilities:

- A. The Vice President is the co-chair of the Professional Development Committee, and is responsible for working with the Committee co-chair and vice chair, and OASBO staff, to plan and implement the annual professional development calendar of events.
- B. The Vice President is an elected officer in OASBO and, as such, the person elected must be willing to commit the necessary time and service to OASBO. He/she may be charged with other pertinent assignments as requested by the President.

## Section 6. Secretary-Treasurer

Member: Board of Directors

Term and Term Limits: The Secretary-Treasurer shall be elected in alternate years at the Annual Meeting for a term of two years to begin on the first day of July next ensuing and will be limited to two consecutive terms.

Transition: The person who is elected to the position of Secretary for the membership year beginning July 1, 2016 will be eligible (a) to apply for the newly created position of Secretary-Treasurer, which position shall become effective beginning July 1, 2017, and (b) to serve for two consecutive terms as Secretary-Treasurer. If this person is not elected to the newly created position of Secretary-Treasurer commencing July 1, 2017, the person will serve as an At-Large Director for a term from July 1, 2017 through June 30, 2018. Furthermore, the person serving as Treasurer for the term ending June 30, 2017 will be eligible (a) to apply for the newly created position of Secretary-Treasurer, and (b) to serve for two consecutive terms as Secretary-Treasurer.

General: The Secretary-Treasurer is an integral part of the planning, organizing, follow-through, and decision-making function. The Secretary-Treasurer shall be responsible for the minutes of all meetings of the Board of Directors and membership, shall serve as the liaison between the OASBO Chief Financial Officer (CFO) and the Board of Directors, and shall perform other duties as outlined in Board policy or requested by the President.

Responsibilities:

- A. The Secretary-Treasurer shall serve as the chairperson of the Audit Committee. He/she shall be responsible for selecting the external auditor, initiating special reviews or investigations, and recommending internal controls along with the Audit Committee. He/she shall report to the Board of Directors the results of the audit/review or investigations.

- B. The Secretary-Treasurer shall keep a full and accurate record of the proceedings and transactions of all meetings of OASBO's membership and the Board of Directors, and shall officially sign same certifying one copy to the President.
- C. The Secretary-Treasurer shall, at the expiration of the term of office, transfer to his/her successor in office all books, papers, records, and other property in his/her possession belonging to OASBO.
- D. The Secretary-Treasurer shall attend each and every session of OASBO's meetings and Board of Directors' meetings unless excused by the President.
- E. The Secretary-Treasurer is an elected officer in OASBO and, as such, the person elected must be willing to commit the necessary time and service to OASBO. He/she may be charged with other pertinent assignments as requested by the President.

## Section 7. Board of Directors

### A. Membership

The membership of the Board of Directors shall be the Immediate Past President, the President, the President-Elect, the Vice President, the Secretary-Treasurer, five (5) Regional Directors, and three (3) At-Large Directors.

The CENTRAL Regional Director shall be the Board Liaison to the OASBO Central Chapter, Ohio Educational Service Center Treasurers Association, and Ohio Association of Career Tech Treasurers.

The NORTHEAST Regional Director shall be the Board Liaison to the following OASBO Chapters: East Central, Five County, Northeast, and Western Reserve.

The NORTHWEST Regional Director shall be the Board Liaison to the following OASBO Chapters: Northwest, and West Central.

The SOUTHEAST Regional Director shall be the Board Liaison to the following OASBO Chapters: Southern, Southern Hills, and Southern Valley.

The SOUTHWEST Regional Director shall be the Board Liaison to the following OASBO Chapters: Miami Valley, and Ohio Valley.

The three At-Large Directors shall consist of the following:

One At-Large Director - Food Service.

One At-Large Director – Pupil Transportation.

One At-Large Director - Business Manager.

- B. The Board of Directors shall be vested with the power to act in the name of OASBO between Annual Meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws.

The Board of Directors shall be vested with the power to call special meetings of OASBO and to designate the date, time, and place of any such meeting and the reason for such meeting, to be fully stated in a notice at least twenty days prior to the day of the meeting.

The Board of Directors shall be empowered to grant chapter charters and to suspend or revoke the charter of any chapter which fails to maintain the qualifications set forth in Article XII, Section 3 of the Constitution.

The Board of Directors shall be empowered to employ an Executive Director and staff as necessary to perform such duties as determined by the Board of Directors, and to determine the compensation of the Executive Director. The Board of Directors shall annually evaluate the Executive Director in a manner determined by the Board of Directors.

The Board of Directors shall approve the annual budget of OASBO.

C. Quorum; Meetings; Voting

At all meetings of the Board of Directors, a majority of the total members of said Board shall constitute a quorum for the transaction of business. Meetings of the Board of Directors may be held through communications technology if all persons participating can hear each other, and such participation shall constitute presence at such a meeting.

Between meetings of the Board of Directors, questions may be put to the Board by electronic mail, and members of the Board may cast their votes on said questions by electronic mail, with the protocols and procedures for same to be established by the Board of Directors in its policies.

D. Term of Office of Directors

The term of office of Regional and At-Large Directors is three (3) years and no such Director shall be elected to three-year terms more than twice consecutively, effective with such Directors taking office July 1, 2016. They shall be elected at the Annual Meeting and their terms will begin on the first day of July next ensuing.

The Northeast and Southeast Regional Directors shall be elected in 2018, 2021, etc.

The Central and At-Large Regional Directors shall be elected in 2016, 2019, etc.

The Northwest and Southwest Regional Directors shall be elected in 2017, 2020, etc.

Section 8. Regional Director

Member: Board of Directors

Qualifications:

An Ohio School Business Official who has been an OASBO member for three years and demonstrates leadership qualities, with emphasis placed on the following:

1. One term as a chapter officer.

2. One term in an OASBO leadership position (e.g., committee chair, seminar director, or other OASBO leadership service).

The Regional Director, as a member of the Board of Directors, has definite responsibilities. The Regional Director is elected by OASBO and his/her office is an integral part of the planning, organizing, carry-out, and decision-making functions.

Responsibilities:

- A. A Regional Director will act as a liaison to respective chapters to insure a close relationship between those chapters and OASBO. It is the Regional Director's responsibility to report at the chapter meetings on OASBO initiatives and updates.
- B. A Regional Director will help build the chapter membership and bring all chapter members into OASBO.
- C. A Regional Director or a designee will assist with coordinating all regional professional development clinics, sessions, and workshops.
- D. A Regional Director shall have the responsibility to encourage the chapter to make sure that its constitution, by-laws and procedures correspond and follow those of OASBO to insure a coordinated and functional statewide structure.
- E. The Regional Director is an elected officer in OASBO and, as such, the person elected must be willing to commit the necessary time and service to OASBO. He/she may be charged with other pertinent assignments as made by the President.

#### Section 9. At-Large Directors – Food Service, Pupil Transportation, Business Manager

Member: Board of Directors

Qualifications:

An Ohio School Business Official who has been an OASBO member for three years or, in the case of Food Service and Pupil Transportation, a member of the appointing organization for three years would qualify. The candidate should demonstrate leadership qualities, with emphasis placed on the following:

1. One term as a chapter officer.
2. One term in an OASBO leadership position (e.g., committee chair, seminar director, or other OASBO leadership service).

General: At-Large Directors, as members of the Board of Directors, have definite responsibilities. The At-Large Directors are elected by OASBO and his/her office is an integral part of the planning, organizing, carry-out, and decision-making functions.

Responsibilities:

- A. An At-Large Director will act as a liaison to the respective chapter or group represented to insure a close relationship between the chapter/group and OASBO. It is the At-Large



Director's responsibility to report at the chapter/group meetings on OASBO initiatives and updates.

- B. An At-Large Director will help build the pertinent chapter/group membership and bring all such chapter/group members into OASBO.
- C. An At-Large Director is an elected officer in OASBO and, as such, the person elected must be willing to commit the necessary time and service to OASBO. He/she may be charged with other pertinent assignments as made by the President.

#### Section 10. Immediate Past President

Member: Board of Directors

General - The Immediate Past President, as part of the Board of Directors, has definite responsibilities. Like the officers, he/she is an integral part of the planning, organizing, carry-out, and decision-making functions.

Responsibilities:

- A. The Immediate Past President will have the basic responsibility of giving the guidance and benefit of his/her past experiences as President to the officers and the Board of Directors.
- B. The Immediate Past President will serve as chairperson of the Nominating Committee. This Committee will present a slate of candidates to the general membership at the Annual Meeting.
- C. The Immediate Past President will also be responsible for reviewing and making recommendations to the Board of Directors for updating the OASBO Policy Manual and OASBO's Constitution and By-Laws.

#### Section 11. Annual Leadership Meeting

The Board of Directors through the President shall annually convene an OASBO Leadership Meeting that shall include the members of the Board of Directors, all Chapter presidents or designees, and the chairperson of each OASBO committee. The President may invite other leaders of Chapters and/or OASBO committees.

### **ARTICLE VI - VACANCIES**

Should a vacancy occur in any of the offices or on the Board the Directors, such vacancy shall be filled by the President and approved by the Board of Directors. If the vacancy occurs in relation to a term extending beyond June 30 next following the vacancy, such appointee shall hold office until his/her successor (a) is elected at the Annual Meeting next following the vacancy and (b) takes office the following July 1 to fill the remainder of the unexpired term.

### **ARTICLE VII - ANNUAL MEETING**

The supreme authority of OASBO shall be vested in an Annual Meeting of the membership at which each active member in attendance shall have an equal vote. The business of the Annual Meeting shall be conducted in accordance with "Robert's Rules of Order Revised" and shall include:

- A. The election of OASBO Officers and Regional Directors.
- B. Confirmation of the date and place of the next Annual Meeting.
- C. Appropriate items in pursuit of the general aim and purposes set forth in Article II of this Constitution.

### **ARTICLE VIII - PROFESSIONAL REGISTRATION PROGRAM**

Section 1. The Board of Directors may maintain a Professional Registration Program.

Section 2. The Board of Directors at its sole discretion shall determine eligibility for participation in the Professional Registration Program.

Section 3. The Board of Directors, or an ad hoc committee created by the Board of Directors, will determine if members meet the eligibility requirements.

### **ARTICLE IX - QUORUM**

Ten percent (10%) of the active members shall constitute a quorum for the transaction of OASBO business.

### **ARTICLE X - ELECTION, DISCIPLINE OR REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS (INCLUDING OFFICERS)**

Section 1. Election of a Member of the Board of Directors

Except as otherwise stated in this Constitution and By-Laws, the election of officers and members of the Board of Directors for an ensuing term shall take place at the Annual Meeting in accordance with the Method of Election in Section 2 and 3 of this Article. The term of all officers and members of the Board of Directors shall begin on the first day of July following the Annual Meeting.

Section 2. Method of Election (except for At-Large Directors for Pupil Transportation and Food Service)

- A. A Nominating Committee shall prepare a list of candidates to be voted on at the Annual Meeting. The Nominating Committee will be chaired by the Immediate Past President and include the President-Elect. Additionally, the Immediate Past President, after reviewing with the Board of Directors, will appoint two Past Presidents and a current professional member, who could be a member of the OASBO Board of Directors, to the Nominating Committee. It will be the Immediate Past President's responsibility to convene the Nominating Committee.
- B. Candidates will be solicited through a communication to all members. Members meeting the eligibility and qualifications as defined in Article V may apply or be nominated by another member. All candidates shall have given their consent and had an interview by the Nominating Committee.

- C. Additional nominations for any office may be made from the floor of the meeting.
- D. The candidates receiving the majority of the votes cast shall be declared elected.

### Section 3. Method of Election for At-Large Directors for Pupil Transportation and Food Service

- A. At-Large Directors for Pupil Transportation and Food Service will be appointed for their respective three-year terms by the organization/chapters that serve school business officials in those areas. The At-Large Director - Pupil Transportation will be appointed by the Ohio Association of Pupil Transportation or its successor organization and the At-Large Director - Food Service will be appointed by the OASBO Food and Nutrition Chapter or its successor organization.
- B. The Immediate Past President will notify the presidents of each of the organizations (mentioned in the previous paragraph) of the date by which the appointment must be made. The Nominating Committee will verify that the proposed appointee meets the eligibility and qualifications for the position.
- C. The Immediate Past President shall notify the membership during the election at the Annual Meeting (as described in section 1 of this article) of the appointments made in Section 3A of this article and that the Nominating Committee has completed its verification as required in Section 3B of this article.

### Section 4. Discipline or Removal of a Member of the Board of Directors.

The Board of Directors may invoke disciplinary proceedings against any of its members whose actions, conduct, or behavior violates the Constitution and By-Laws or policies of OASBO, or threatens its order, function, peace, reputation, or dignity. Such disciplinary action may be in the form of a reprimand, suspension, request for resignation, or expulsion.

The Board shall prepare a written statement of the charges against the Board member, including a request to show cause why disciplinary action should not be taken. The statement of charges shall be presented to the Board member, either directly or by certified or registered mail.

Such Board member shall have thirty (30) days from the date of notice to file a written response with the President. Thereafter, at the request of the Board member, the Board of Directors shall schedule a hearing, with notice of said hearing being served to the Board member personally or by certified or registered mail. If, after hearing the evidence presented or in the absence of a request for a hearing, the Board of Directors by a two-thirds majority vote finds the Board member guilty as charged, the Board of Directors may order appropriate disciplinary action.

A certified copy of the order shall be served upon the Board member personally, or by certified or registered mail. If a Board member shall have been removed or suspended, or shall have resigned, his or her position on the Board of Directors shall be declared vacant and will be filled according to the provision of Article VI – Vacancies.

## **ARTICLE XI - CHANGES IN CONSTITUTION AND BY-LAWS**

### Section 1. Procedure

Changes or additions to the Constitution and By-Laws may be made at the Annual Meeting or any other meeting of OASBO, provided that resolutions for such changes or additions shall be first

presented to the voting members of OASBO at least 30 days prior to the vote on same. Notwithstanding the foregoing, such resolutions may be so presented to the voting members of OASBO by electronic mail, and such votes may be taken by electronic mail in accordance with protocols and procedures established by the Board of Directors in its policies.

## Section 2. Vote Required

Changes or additions to the Constitution and By-Laws shall be determined by a two-thirds majority of professional members. All other questions shall be decided by a majority vote.

## **ARTICLE XII - CHAPTERS**

### Section 1. Formation

A chapter may be formed by not fewer than ten active members of OASBO with the approval of the Board of Directors.

### Section 2. Chapter

Application for a charter for the chapter shall be made in writing to the Secretary-Treasurer and shall contain the proposed name of the chapter, its location, the names of the active members forming it, and the proposed chapter's constitution and by-laws. The Secretary-Treasurer shall verify that the members named thereon are in good standing and certify same to the Board of Directors at its next meeting. If a majority of the full membership of the Board of Directors approves said application, the President and Secretary-Treasurer shall cause a charter to be issued.

### Section 3. Chapter Qualifications

- A. Chapter membership shall be open to persons employed in the administration of school district business affairs.
- B. The term of office of chapter officers shall begin on the first day of July.
- C. The chapter's membership shall at all times include ten or more members of OASBO.

## **BY-LAWS**

### **ARTICLE I - FISCAL YEAR**

The fiscal year of OASBO shall begin on the first day of July following the Annual Meeting.

### **ARTICLE II - MEMBERSHIP YEAR**

The membership year shall be the same as the fiscal year.

### **ARTICLE III - DUES**

**Professional Member:** The Annual dues for Professional members will be .008 of compensation.

Definition of compensation for membership calculations is the member's annual salary plus any board-paid pick up retirement plans in which the contributions are actually paid by the employer. This sum is multiplied by .008 (eight tenths of one percent).

Other types of memberships and annual dues are listed:

**Associate Member:** \$100

**Retired Member:** \$50

**Service Affiliate Member:** \$500

### **Membership Terms and Conditions**

On August 15 or the first business day after August 15 if it occurs on a non-work day, all memberships that have not been renewed shall be terminated for registration and all other purposes. New members joining or old members renewing at any time during the membership year are entitled to all OASBO rights upon receipt of full payment of membership dues. Dues are non-transferable, non-refundable, and not pro-rated.

### **Multi-Member Discounts**

Multi-member discounts are available July 1 – August 31 annually. For a school district to qualify for a multi-member discount, three (3) or more professional members must register or renew at the same time during the July 1 – August 31 period. OASBO will calculate the discount amount and remit a rebate check to the qualifying school district in October. The discount structure is:

- 5% for three (3) professional members
- 10% for four (4) professional members
- 15% for five (5) or more professional members

## **ARTICLE IV - COMMITTEES**

The OASBO President, with the Board of Directors, shall be responsible for the recommendation of appointments to, and the annual goals of, the committees. Ad hoc committees shall be appointed as deemed necessary by the President. All committee members must be active OASBO members in one of the classes of membership, as listed in Article IV of the OASBO Constitution.

Standing committees shall be as follows:

1. The Annual Workshop Committee
  - Organize and handle the overall timetable; general sessions and keynote speakers; track sessions - topics, presenters, facilitators, and moderators; special events – breakfasts, luncheons, receptions/evening functions, and menu planning; entertainment; volunteer recruitment.
2. The ASBO International Relations Committee
  - Maintain the relationship with the Association of School Business Officials International in order to assist OASBO members in recognizing the benefits of ASBO International membership, not only for personal professional growth and recognition, but for the equally important benefit to school districts.

3. The Education Finance/ODE Advisory Committee

- Promote efficient school reporting and accounting procedures and make recommendations for possible state policy changes related to school finance.

4. The Legislative Committee

- Sponsor and promote legislative action to benefit school business officials.

5. The Professional Development Committee

- Organize professional development annual slate of offerings and making adjustments as necessary for the successful completion of professional development for all member types.

6. The Audit Committee

- The committee will select and direct the activities of the independent audit firm on an annual basis and help provide guidance and advice on any issue brought out in the audit. In addition, the committee may, at its discretion, follow up on other matters or concerns brought to their attention individually or jointly.

7. Auditor of State Advisory Committee

- This committee will meet regularly with representatives from the Auditor of State's (AOS) office to share information between the two organizations, give feedback to the AOS on issues related to school business accounting and audits, and discuss concerns from OASBO members with AOS representatives.

8. Nominating Committee

- Articles V and X of this Constitution provide the framework for the composition, functions and duties of this committee.

The President and/or Executive Director, with the approval of the Board of Directors, may establish such other committees as are necessary and appropriate.

## **ARTICLE V - AUDIT OF FINANCIAL RECORDS**

An audit of OASBO's financial records shall be made at least annually at the discretion of the Board of Directors, by an outside audit firm.

## **ARTICLE VI - DISSOLUTION OF ASSETS**

In the event OASBO is disbanded, its assets will be presented as a gift to the Foundation for School Business Management. Procedures for the above will require a twelve-month dormancy period. At the expiration of the dormancy period, the officers who were in charge during the disbandment will forward all assets to the Foundation for School Business Management.