

Central Chapter Constitution

ARTICLE I

The name of the association shall be the Central Ohio Association of School Business Officials.

ARTICLE II - PURPOSE

Since the general aim of the Association 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:

- To promote the professional growth and welfare of business officials in the Ohio Public Schools.
- 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.
- To cooperate with other professional school organizations of the state and nation in the advancement of school districts.
- To support and promote those legislative acts of the State of Ohio which further the aims of the Association.

ARTICLE III - AFFILIATION

This Association shall be known as a department of the Ohio Association of School Business Officials, and of the Association of School Business Officials of the United States and Canada.

ARTICLE IV - MEMBERSHIP

Section 1. Active Membership

Active membership shall be open to persons employed in the administration of the school business affairs of school districts in Central Ohio.

Section 2. Determination of Membership

Any properly qualified person shall be considered an active member upon payment of the dues required for membership.

Section 3. Associate Membership

- Vendors are eligible for affiliation with the Chapter. Vendor affiliates will be entitled to publications, mailings, and other services as determined by the chapter officers. Program planners will give first consideration to vendor affiliates as speakers on related topics.
- Associate members shall not have the right to vote or hold office.

Section 4. Life Membership

Life membership shall be extended to all retirees who were members of the chapter at the time of retirement.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section 1. List of Officers

The officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, and Immediate Past President.

Progression in Office

In order to provide continuity in the organization, officers will progress in the following manner: Secretary to Treasurer to Vice President to President, and President to Immediate Past President.

Section 2. Term of Office

- The term of office for the President, Vice President, Secretary, Treasurer, and Immediate Past President shall be one year.
- Term of office shall begin on the first day of July and end June 30 of each year.

Section 3. President

The President shall preside at all meetings of the Association and shall be an ex-officio member of all committees which he/she may appoint for special service.

Section 4. Vice President

The Vice President shall perform the duties of the President in case of his/her absence, as well as the other duties usually pertaining to the office. The Vice President shall also serve as Program Chairperson of the organization.

Section 5. Secretary

- The Secretary shall keep a full and accurate record of the proceedings and transactions of all meetings.
- The Secretary will keep a list of members.
- He/she shall keep a record of all official correspondence of the Association
- He/she shall perform any other duties not herein specified which may be outlined by the President.
- He/she shall, at the expiration of his/her term of office, transfer to his/her successor in office, all books, papers, records, and other property in his possession belonging to the Association.
- The Secretary shall serve as membership chairman of the chapter.

Section 6. Treasurer

- The treasurer shall keep a correct account between the Association and its members and receive or collect all monies due the Association and shall hold in safekeeping all Association funds in his/her possession.
- He/she shall pay all claims certified and approved by the President.
- He/she shall keep a correct ledger account of all receipts and disbursements supported by proper vouchers; shall close and balance his/her books as of the end of each fiscal year, and shall immediately thereafter furnish the incoming President with a complete financial statement.
- He/she shall at the expiration of his/her term of office, transfer to his/her successor in office all monies, books, papers, and other records and property in his/her possession belonging to the Association.

Section 7. Immediate Past President

- The immediate Past President will have the basic responsibility of giving the guidance and benefits of his/her past experience as President to the officers.
- He/she will serve as Chairperson of the Nominating Committee. This committee will present a slate of candidates to the general membership at the May/June meeting.
- He/she will service as Chairperson of the Constitution and Bylaws Committee. This committee will annually review the chapter Constitution and Bylaws and present recommendations to the general membership.
- He/she will serve as Chairperson of the Audit Committee. This committee will conduct an annual audit of the chapter financial records and present a report to the general membership.

ARTICLE VI - VACANCIES

Should a vacancy occur during the year in any of the offices, such vacancy shall be filled by the Immediate past President and he/she will hold office until the next regular election with the exception of the vacancy of the president, such vacancy shall be filled by the Vice President. If more than one vacancy occurs during the year, the remaining officers shall appoint an individual to fill the vacancy for the year. At the next regular election the positions of Secretary and any vacated positions shall be declared open. With the exception of the Immediate Past President, the normal progression of officers shall occur.

ARTICLE VII - MEETINGS

The Association shall meet a minimum of four (4) times a year. Annual meeting dates, time, and location to be determined by the Chapter's officers.

ARTICLE VIII - QUORUM

At all meetings of the Association those present shall constitute a quorum for the transaction of business.

ARTICLE IX - ELECTION OF OFFICERS

Section 1. Time

The election of officers for the ensuing term shall take place at the May/June meeting.

Section 2. Method

The method shall be Roberts Rules of Order.

ARTICLE X - CHANGES IN CONSTITUTION AND BYLAWS

Section 1. Changes in the Constitution and Bylaws shall be determined by a two-thirds majority of members present. All other questions shall be decided by a majority vote.