

CONSTITUTION AND BY-LAWS

BRITISH COLUMBIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

May, 1969
As revised
June 1972 and 1973
May, 1974 and 1976
May 1984 and 1985
October, 1989
May, 1991
May, 1994
May, 1997
May, 1998
May, 1999
May, 2008
May, 2011
May, 2018

CONSTITUTION

Article I

NAME

The Name of the Society shall be:

THE BRITISH COLUMBIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Article II

STATEMENT OF PURPOSE

1. THE BRITISH COLUMBIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS IS A NON-PROFIT SOCIETY
2. THE ASSOCIATION IS DEDICATED TO THE HIGHEST PROFESSIONAL STANDARDS OF ETHICS, COMPETENCE, AND LEADERSHIP, IN SCHOOL DISTRICT CORPORATE AND BUSINESS ADMINISTRATION, TO THE PROMOTION OF THE HIGHEST ETHICAL STANDARDS AMONGST ITS MEMBERS, AND TO THE WELFARE OF ITS MEMBERS.

British Columbia Association of School Business Officials

BY-LAWS

Article A

The operations of the Society are to be chiefly carried on in the province of British Columbia. This provision is unalterable.

Article B

MEMBERSHIP

Active Member

1. Any person who is:
 - a) A Secretary-Treasurer of a Board of Education duly appointed to the position in any School District in British Columbia in accordance with the provisions of the *School Act* or,
 - b) An Assistant Secretary-Treasurer of a Board of Education duly appointed to that position in any School District in British Columbia,
 - c) Designated by a duly appointed Secretary-Treasurer of a Board of Education as a member of his/her staff who makes application to the Executive of the Association and is deemed by the Executive to be eligible,
 - d) is conversant with, and undertakes to adhere to, the Code of Ethics of the Association, may become an active member of the Association upon written application being made to the Secretary-Treasurer of the Association.
2. All active members shall pay an annual membership fee to the Secretary-Treasurer of the Association in the amount determined at each Annual General Meeting for the next fiscal year.

The Secretary-Treasurer shall provide notice to each member of the fee payable for the current fiscal year by January 31st.

Failure to pay the established annual membership fee by April 30th shall result in cessation as a member in good standing.

3. A member whose membership has terminated by reason of non-payment of the annual membership fee shall be entitled at any time within three months of the date of termination of membership to be restored to full membership on payment of the annual membership fee in full for the year current.

Life Member

4. Life membership may be conferred at the Annual General Meeting of the Association upon any person who has been an active member of the Association, or rendered service to the Association, for at least fifteen years and who has, in the opinion of two-thirds of the active and life members present at the Annual General Meeting, rendered distinguished service to the Association and is leaving the employment of the school district or retiring or ceasing to be an active member. Past Presidents shall, upon leaving the Executive, and providing they have the necessary length of service, be automatically created life members of the Association upon leaving the employment of the school district or retiring or ceasing to be an active member.
5. A member may be expelled for unethical conduct on a majority vote of 90% of the members present at any General Meeting of the Association.

Article C

MEETINGS

1. The Annual General Meeting of the Association shall be held in May unless otherwise approved by the membership by a mailed ballot or by a vote at a general meeting of the Association.

The procedure of the mailed ballot will be as follows:

One ballot will be mailed to all active voting members. Active voting members will be asked to indicate their choice on the ballot and return to the Association office no later than 21 days following the date of the ballot.

The ballots will then be tallied by the Secretary-Treasurer and one other signing officer of the Association. Results will then be recorded and a letter sent to all members informing them of the results.

2. Fourteen days notice of the date, time and place of the Annual General Meeting shall be given in writing by regular first call mail to all members of the Association.
3. Thirty percent of members in good standing shall constitute a quorum at any general meeting of the Association.
4. The Executive may call a Special General Meeting of the Association when deemed necessary to consider urgent matters of business which cannot be held over until the Annual General Meeting. A Special General Meeting shall be convened in the same manner as required in calling an Annual General Meeting. The Executive shall call a Special General Meeting if requested in writing by not less than 20% of the members of the Association in good standing.
5. All members of the Association in good standing including life members shall be entitled to vote.
6. *Robert's Rules of Order* shall be used at all meetings of the Association or of the Executive of the Association.

Article D

ADMINISTRATION

1. The business of the Association shall be administered by an Executive which shall consist of the
 - (a) President
 - (b) Vice-President
 - (c) Secretary-Treasurer
 - (d) Immediate Past President
 - (e) Five Regional Directors
2. Meetings of the Executive may be called by:
 - (a) A majority of the Executive, or by
 - (b) the President, or in the absence of the President, by
 - (c) the Vice-President
3. A quorum at the meeting of the Executive shall be a simple majority of its members.

Article E

ELECTION AND REPRESENTATION

Table Officers

1. The President, Vice-President and Secretary-Treasurer shall be elected by separate ballot at the Annual General Meeting. The Immediate Past President is also a Table Officer. The term of the office shall be from July 1 to June 30.
2. Any member of the Executive shall automatically cease to hold office upon ceasing to be a member of the Association. A Regional Director shall cease to hold office if he/she moves to a school district outside of the region for which he/she was elected.

Regional Directors

Each Regional Director shall be elected by the vote of the active and life members in the region at the Annual General Meeting to be held immediately following the election of the Table Officers. An alternate Director is to be elected by the zone within 30 days of the AGM to serve in the event that the Regional Director is unable to complete his/her term of office. The voting process may be done by electronic means. Regional Directors shall hold office until the close of the next Annual General Meeting. The term of the Regional directors will coincide with the term of the Table Officers under Article E (1).

Regions are defined as comprising the following School Districts:

- (1) Kootenay/Boundary
- (2) Thompson/Okanagan
- (3) North Coast/Northern Interior
- (4) Fraser Valley, Metro and South Coast
- (5) Vancouver Island

The Executive shall approve and publish, on an annual basis, the School Districts that comprise a Region.

Vacancies

1. In the event that the Vice-President is unable to complete his/her term of office, or succeeds a President who was unable to complete his/her term of office, the Executive shall appoint a Vice-President from amongst the Executive to fill the balance of the term.
2. In the event that the Secretary-Treasurer is unable to complete his/her term of office, the Executive shall appoint a Secretary-Treasurer from amongst the Executive to fill the balance of the term.
3. In the event that the Immediate Past President is unable to complete his/her term of office, the most immediately prior Past President who is an active member and willing to serve, shall fill the balance of the term.
4. In the event that a Director is unable to complete his/her term of office or is appointed by the Executive to a vacancy as Vice-President or Secretary-Treasurer, or moves out of the regions which appointed him/her position shall be filled by his/her Alternate Director. The Region may then elect a replacement Alternate Director of the balance of the term if it so wishes, at a time and place, or in such manner as is determined by the active member and life members in that region. At the time of the election of Regional Director and Alternate Regional Director, a region may choose to elect a second Alternate Director against such contingency.

Article F

DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Association, and of the Executive Committee, and exercise such supervision of the Association's affairs as may best promote its activities and welfare.
2. The Vice-President shall, in the absence of the President, assume his/her position and in doing so shall be empowered with the authority vested in the President. In the absence of both the President and the Vice-President, the Immediate Past President shall assume the position of the President.
3. The Secretary-Treasurer shall have charge of the books, papers and other property of the Association, the minutes of meetings, a roll of officers and members, receive and give receipts of all moneys due the Association, depositing same in a chartered bank convenient to him/her, to the credit of the Association.
4. All cheques shall be signed by the Secretary-Treasurer of the Association and by either the President or Vice-President.

Article G

FINANCE

1. The Association, by extraordinary resolution, shall grant to the Executive such borrowing power as may be authorized in the resolution.
2. The Association may acquire, purchase, sell, mortgage, lease, or otherwise deal with real and personal property.
3. The fiscal year of the Association shall be twelve consecutive months ending December 31.
4. The Executive shall have the authority to levy a special assessment on the membership to finance a specific project.
5. Members of Executive will be reimbursed for expenses necessarily incurred in the performance of their duties.
6. Members of Executive shall not be paid for their services except where an honourarium has been approved by the Annual General Meeting of the Association.

Article H

AUDIT

An auditor, who shall not be a member of the Executive shall be appointed by the Executive to hold office for one year. The Secretary-Treasurer shall submit the Association's books and accounts to the auditor, as soon as conveniently possible after December 31 and not less than fifteen days prior to the Annual General Meeting, and shall present a detailed audited statement of the financial affairs of the Association to the Annual General Meeting.

Article I

SEAL

1. The seal of the Association shall be in the custody of the Secretary-Treasurer.

The seal of the Association shall be affixed to any documents required to be under seal, in the presence of the President, or Vice-President, and the Secretary-Treasurer.

Article J

SPECIAL RESOLUTIONS

Notice of Special Resolution shall be given to the Secretary-Treasurer of the Association not later than thirty days prior to the meeting at which such resolutions are to be considered, and shall be transmitted by the Secretary-Treasurer to all members not later than two weeks before the date of the meeting. A two-thirds majority vote by ballot shall be necessary to pass an Special Resolution.

Article K

AMENDMENT OF BY-LAWS

The by-laws shall be amended by special resolution.

Article L

MINUTES AND RECORDS

1. The Secretary-Treasurer shall prepare and have custody of the minutes of proceedings of meetings of the Association and of the Executive and all other books and records of the Association. Copies of minutes of General and Executive Meetings shall be circulated to all members as soon as possible following such meetings.
2. The books and accounts of the Association shall be open to the inspection by members at such reasonable time and place as the Executive may decide after receipt of notice of request in writing.

Article M

AFFILIATION AND LIAISON

The Association is affiliated with the Association of School Business Officials of America and Canada (ASBO).

The Association by resolution may affiliate with any society or incorporated body having similar aims or objects.

The Executive shall maintain close and harmonious relations with other appropriate Associations in the field of education and public administration in the province of British Columbia. The Executive shall maintain fraternal relations with Association of School Business Officials in adjacent Provinces and States.