

**BY-LAWS OF THE GRAND VALLEY
SCHOOL BUSINESS OFFICIALS**

ARTICLE I – MEMBERSHIP

Section 1. The annual dues of this Association are \$25 per member (2005-06). Periodically the association may adjust the assessment amount based upon program/operational needs and present to the membership for approval.

Section 2. The rights to vote and hold office shall be limited to active members whose dues are paid for the current year.

ARTICLE II – DUTIES OF OFFICERS OF THE ASSOCIATION

Section 1. President:

- a) The President shall preside at all meetings of the Association.
- b) The President shall appoint all committees and serve as an ex-officio member.
- c) The President shall approve all expenses incurred by the Association or any representative of the Association.
- d) The President shall provide the necessary documentation to Michigan School Business Officials for SB-CEU educational credits.

Section 2. Program Chairperson:

The Program Chair shall be responsible for program planning and presentation of the “Guest speaker” at the monthly meetings.

Section 3. Secretary:

The Secretary shall exercise all the functions of the Program Chair in his/her absence. The Secretary shall keep a full and accurate account of the proceedings and transactions of all meetings of the Association and of the Executive Committee and shall provide the minutes of regular meetings to all members.

Section 4. Treasurer:

The Treasurer shall be responsible for assessing the dues approved by the organization. Each month the Treasurer will provide the membership a financial report (oral or written) on monthly activities. In addition, the treasurer will reconcile the bank statement and keep such records updated for periodic review.

Section 5. Executive Committee:

The Executive Committee shall conduct the business of the Association between regular meetings on all matters pertaining to the welfare of the Association.

ARTICLE III – COMMITTEES

The President shall appoint a membership committee and such other committees as may be advisable to carry out the purpose of this Association.

ARTICLE IV – AWARDS

Grand Valley School Business Administrator of the Year

The Association annually presents to one of its members the “Grand Valley School Business Administrator of the Year Award”. The acting president will provide the membership at the January meeting the request for nominations. The Secretary following the announcement will e-mail to the membership the past honorees and qualifications for the award. Active members can only submit written or e-mailed nominations. The President will appoint a “Past-Honoree Award Committee” to review the nominations for a worthy selection. The award will be presented at the last regular meeting of the year. Honorees from previous years cannot be nominated for this award.

Grand Valley School Business Lifetime Achievement

The Association periodically presents to one of its members the “Grand Valley School Business Lifetime Achievement Award”. This award is for distinguished colleague(s) who have been instrumental in their career in achieving the establishment and promulgation of the highest standards of ethics and efficiency in business methods and practices, the improvement of education, and the promotion of professional growth of its members. The President will follow the same protocol as established in the “Grand Valley School Business Administrator Award”.