

# **CONSTITUTION OF THE GRAND VALLEY SCHOOL OF BUSINESS OFFICIALS**

## **ARTICLE I - NAME**

The name of this association shall be Grand Valley School Business Officials. The parent association of the Grand Valley School Business Officials is the Michigan School Business Officials.

## **ARTICLE II - AIMS AND OBJECTIVES**

The aims and objectives of the association shall be the establishment and promulgation of the highest standards of ethics and efficiency in business methods and practices in school administration, accomplished by providing a forum for the improvement of education, and the promotion of professional development of its members.

## **ARTICLE III – MEMBERSHIP**

Members in the association shall consist of active, honorary, and associate members of Kent, Ottawa, Allegan and other adjacent counties.

- A. Active membership shall be available to persons employed by a Michigan school or state agency to facilitate or administrate the functions associated with the purpose of the Grand Valley School Business Officials.
- B. Honorary membership shall be non-voting and shall be former officials of the association who no longer are employed in school administration, and such other persons as the association may from time to time elect.
- C. Associate membership shall be non-voting and be offered to non-school and private school individuals who have an interest in the aims and objectives of the Association.
- D. Formal application for membership shall be sent to the association secretary and acted upon by the executive committee.

## **ARTICLE IV – DUES**

Dues shall be determined by the active membership at the first meeting of each fiscal year. The Secretary shall invoice the active membership in a timely manner for dues associated with the membership of the Grand Valley School Business Officials. Dues are payable in full by October 1st each year.

## **ARTICLE V – FISCAL YEAR**

The fiscal year if the organization shall be from July 1 to June 30 inclusive.

## **ARTICLE VI – OFFICERS**

The officers of the association shall consist of a president, secretary, program chair and treasurer. The progression of officers commences at the beginning of each year. The transition of officers is one of upward progression with the exception of treasurer. An individual shall not hold the same office for more than one successive term with the exception of treasurer.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

The Executive Board shall consist of elected officers and the immediate past-president.

In case of vacancy of any office, the remaining members of the Executive Committee shall fill the vacancy.

## **ARTICLE VIII – MEETINGS**

- A. The association shall hold at least ~~eight (8)~~ **six (6)** regular meetings per year. The time and location of regular meetings shall be determined by the membership at the first meeting of the fiscal year. **This requirement shall be bypassed if determined appropriate by the majority of the active membership during the fiscal year in question.**
- B. Special meetings may be called by the Executive Board.

## **ARTICLE IX – ELECTIONS**

The election of the program chair, treasurer or any open office shall be held during the last meeting of the fiscal year unless a special election is necessary when the vacancy would be for more than two months. Nominations shall be made by a nominating committee appointed by the president at least one month in advance of the election. The secretary shall send each member a list of candidates nominated ten days prior to the election meeting. Other nominations may come from the membership at the election meeting. Additional nominations may be made from the floor.

## **ARTICLE X – QUORUM**

A simple majority or not less than 40% of the membership must be present at a regular meeting for the transaction of business. If a quorum is unavailable, the meeting may be labeled an informational session for the members in attendance.

## **ARTICLE XI – AMENDMENTS**

Changes and additions to the Constitution and By-Laws may be made at any meeting, provided the membership has been notified of the resolution or change at least two weeks prior to the meeting. Two-thirds majority of active membership shall be necessary for changes and additions.

**ARTICLE XII – DISSOLUTION**

The assets of this organization are permanently dedicated to MSBO, an exempt organization, to continue the advancement of education for school business officials, through professional development.

~~Adopted Feb 10, 2006~~ Amended on March 14, 2014, and signed by the following officers:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
~~Program Chair~~

\_\_\_\_\_  
Treasurer