

**BY-LAWS OF THE
SAGINAW VALLEY SCHOOL BUSINESS OFFICIALS
ASSOCIATION**

ARTICLE I – MEMBERSHIP

- Section 1. The annual dues of this Association are \$20 per district. 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:
The President shall:
- a) Preside at all meetings of the Association.
 - b) Appoint all committees and serve as an ex-officio member.
 - c) Approve all expenses incurred by the Association or any representative of the Association.
 - d) Provide the necessary documentation to Michigan School Business Officials for SB-CEU educational credits.
- Section 2. Vice-President:
The Vice-President shall exercise all the functions of the President in his/her absence and shall perform such other duties as may be delegated to him/her by the President.
- Section 3. Secretary-Treasurer:
The Secretary-Treasurer shall:
- a) Exercise all the functions of the Vice-President in his/her absence.
 - b) 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.
 - c) Be responsible for assessing the dues approved by the organization.
 - d) Provide the membership a written financial report on the financial activities since the previous meeting.
 - e) Reconcile the bank statement and keep such records updated for periodic review.
 - f) Keep a list of the active and honorary membership of the Association.
- Section 4. 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 – SPECIAL COMMITTEES

Special Committees shall be appointed by the President as they are needed and will exist only for the time period necessary to complete the task assigned to them.