

**BY-LAWS of the  
SOUTH CAROLINA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

**ARTICLE I – DUTIES OF OFFICERS**

**Section 1. President** – The president shall preside at all meetings of the Association and of the Executive Committee. He shall have general supervision of the affairs of the Association and shall perform the duties usually evolving upon the chief executive of such an Association.

The President shall prepare the program for the general sessions of the annual meeting of the Association, and shall have the power to modify or change the program if, in his judgment the best interest of the Association is served thereby, provided such changes do not conflict with the provisions of the Constitution and By-Laws.

He shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees.

He shall approve all expenses incurred by the Association or by any officials of the Association before claims for such organization are paid.

**Section 2. Vice-President** – The Vice-President shall exercise all the functions of the President in his absence.

He shall attend each and every session of the Association's annual meetings unless otherwise excused by the President.

He shall perform any other duties not herein specified which may be outlined by the President.

**Section 3. Treasurer** – The Treasurer shall keep a correct account between the Association and its members and receive or collect all monies due the Association giving his receipt for the same, and shall hold in safe keeping all Association funds in his possession. He shall, at each meeting, furnish the President with a certified statement showing the actual financial condition of the Association.

He shall at the expiration of his term of office, transfer to his successor in office all monies, books, papers, and other records and property in his possession belonging to the Association.

He shall perform any other duties not herein specified which may be outlined by the President.

**Section 4. Secretary** – 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 officially sign name, certifying one copy for the President.

He shall have his records present at all meetings of the Association and of the Executive Committee. He shall keep a list of members, separating the same into active, associate, retiree, and honorary members. He shall be custodian for all property belonging to the Association.

He shall perform any other duties not herein specified which may be outlined by the President.

**Section 5.** Directors – The three directors’ duties are as follows:

Senior Director

1. Act as chair for the Committee on Resolutions;
2. Act as chair for the Scholarship Committee;
3. Act as chair for the Committee on School Business Official Certification;
4. Act as a member on the Committee for Outstanding School Business Official;
5. Act as a member of all conference planning committees.

Junior Director

1. Act as chair for the Committee on Constitution and By-Laws;
2. Act as a member of the Scholarship Committee;
3. Act as a member of the Committee on School Business Official Certification;
4. Act as a member of the Committee for Outstanding School Business Official; and,
5. Act as a member for all conference planning committees.

Freshman Director

1. Act as a member for all conference planning committees; and,
2. Assist with maintenance of the Association website.

**Section 6.** Executive Director – The Executive Director shall serve as an executive officer of the SC Association of School Business Officials, and shall lead and administer its affairs in accordance with the vision, mission and policies and procedures of the association. The Executive Director will not register as a lobbyist on behalf of SCASBO. The Executive Director shall serve on the Legislative Committee.

**Section 7.** Removal – The Board of Directors, by a two-thirds vote, may at any time, at a meeting expressly called for that purpose, and after due notice to all Directors, remove any Director for misconduct, malfeasance in office, or for other good cause. Any member of the Board, who is absent without excuse for three consecutive meetings of the Board, may be replaced by the election of a new member.

## **ARTICLE II – COMMITTEES**

**Section 1.** Standing Committees – The president shall appoint the following standing committees: (1) a Committee on Resolutions consisting of three members of the Association; (2) a Committee on Annual Financial Examination, consisting of three members of the Association; (3) a Committee on Nominations, consisting of three members of the Association, (4) a Committee on Constitution and By-Laws consisting of three members of the Association, (5) a Committee on Legislation consisting of three members of the Association, (6) a Committee for Outstanding School Business Official consisting of the President, Senior Director and Junior

Director, (7) a Committee for Student Scholarships consisting of three members of the Association, and (8) a Committee for School business Official Certification consisting of three members of the Association.

The Committee on Resolutions, the Committee on Annual Financial Examination, and the Committee on Constitution and By-Laws shall report before the adjournment of the annual meeting of the Association. The committee on Nominations shall report before adjournment of the morning session of the last day of the annual meeting of the Association.

Specific duties for committees outlined in Section 2 – 10 below can be found in the Association's published Procedures Manual.

**Section 2.** Committee On Resolutions – shall receive and consider all resolutions which may be referred to it by the Association and may hold meetings to hear the proponents and opponents of such resolutions.

**Section 3.** Committee on Annual Financial Examination – shall examine the accounts, papers and vouchers of the Treasurer and shall report in writing its findings and comment there on to the membership at the annual meeting.

**Section 4.** Committee on Nominations – shall nominate a person or persons for the elective officers. They shall also nominate a person to serve as the State Director of Southeastern Association of School Business Officials the year such vacancy occurs, according to SASBO regulation. Further nominations shall be made from the floor.

**Section 5.** Committee on Constitution and By-Laws – shall report and make recommendations on changes and amendments at the annual meeting.

**Section 6.** Committee on Legislation – shall report at the annual meeting on changes and other legislative issues that affect school business.

**Section 7.** Committee on Outstanding School Business Official – shall report at the annual meeting the result of nominations for the SCASBO Outstanding School Business Official Award.

**Section 8.** Committee on Student Scholarships – shall announce at the annual meetings the student recipient, or recipients, of the SCASBO scholarship.

**Section 9.** Committee on School Business Official Certification – shall report at the annual meeting an update on matters relative to the School Business Official Certification.

**Section 10.** Special Ad-Hoc Committees – Special committees may be appointed by the President to serve specific needs. Such committees may include, but not necessarily be limited to the following: (1) Professional Development/CPE Initiatives, (2) SCASBO/SCATT Annual Meeting, and (3) SCASBO/SDE Regional Meetings.

*Article I – amended March 7, 2008*  
*Article I, Section 6 – added March 9, 2010*  
*Article II – amended March 7, 2008*  
*Article II, Section 1 – amended March 9, 2010*  
*Article II, Section 3 – amended March 9, 2010*  
*Article III (Retiree) – amended March 9, 2010*  
*Article VI – amended March 9, 2010*  
*Article XII – amended March 9, 2010*  
*Article I, Sections 1-4 – amended March 8, 2012*  
*Article I, Section 7 – amended March 15, 2013*  
*Article I, Section 5 – amended April 15, 2015*  
*Article II, Section 1 – amended April 15, 2015*  
*Article II, Section 8 – added April 15, 2015*  
*Article II, Section 9 – added April 15, 2015*  
*Article I, Section 5 – amended & added March 11, 2016*  
*Article I, Section 6 – added March 11, 2016*  
*Article II, Section 1 – added March 11, 2016*