

# North Dakota Association of School Business Managers Bylaws

## Article I. Name

The official name of the Association shall be North Dakota Association of School Business Managers (NDASBM).

## Article II. Territorial Limits

The territorial limits of this association shall be the entire state of North Dakota. The state shall be divided into eight (8) regions.

## Article III. Purpose

The purpose of NDASBM shall be:

1. To study, disseminate and promote professional growth opportunities in order to establish the highest standards of ethical conduct, performance and efficiency in business methods and practice in the fields of school business management and administration in the public schools of North Dakota.
2. To provide professional networking opportunities as well as other identified needs of the profession and membership.

## Article IV. Policy

The association shall be non-partisan and non-sectarian and shall abstain from any political affiliation or endorsement for a candidate for public office.

## Article V. Membership

Section 1. Membership to this association will include business managers and any such persons who perform the duties similar to a school board business manager, as outlined by the North Dakota Century Code, and who are employed by a district which is a member of NDSBA.

Section 2. Each district entity shall be entitled to a maximum of one (1) vote in the affairs of the association.

Section 3. Only an active member in good standing shall be an officer or director in the association or shall represent their district as a delegate.

Section 4. A **FULL MEMBERSHIP** entitles the holder to attend all meetings of the business managers; and to act as a voting delegate at such meetings. The member shall be a business manager, or any such person that performs the duties similar to a school board

business manager as outlined by the North Dakota Century Code. An ASSOCIATE MEMBERSHIP entitles the holder to attend all meetings of the business managers; but does not allow holder to act as a voting delegate. This member shall not be a business manager, or any such person that performs the duties similar to a school board business manager as outlined by the North Dakota Century Code.

#### Article VI. Dues

Section 1. The fiscal year of this association shall be from July 1 to June 30, inclusive.

Section 2. The annual dues required for membership in the association shall be determined by the general membership after recommendation of the board of directors. Dues may vary from year to year but dues shall be the same for all active members. In the event an active member leaves their position prior to the end of the fiscal year, the membership will be transferred to that member's replacement, for the remainder of the fiscal year.

#### Article VII. Meetings

Section 1. There shall be an annual meeting of the association held in conjunction with the North Dakota School Board's Association Annual Convention.

Section 2. Prior to the end of the fiscal year, at least one meeting will be held in each of the eight regions. The board of directors can decide to combine regional meetings into one large meeting or any combination they deem appropriate.

#### Article VIII. Board of Directors and Officers

Section 1. The association shall be governed by the board of directors with one (1) member elected from each of the eight geographical regions. Elections to take place at regional meetings with directors to take office July 1 for a three (3) year term.

Section 2. The board of directors shall elect a president, vice-president, secretary and treasurer from within the board.

Section 3. Officers shall be elected for a one-year term.

Section 4. If a director vacancy occurs, the board of directors may, at its discretion, appoint someone eligible to serve as Director until such time as a regular or special election can be held to elect a director.

Section 5. The board of directors shall meet at least three (3) times annually with special meetings called by the president as necessary.

Section 6. Mileage and per diem reimbursement for the board of directors shall be at the state rate.

Section 7. The executive director of the North Dakota School Boards Association shall serve in ex-officio capacity.