

**CONSTITUTION AND BYLAWS OF THE  
VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

**MISSION**

The mission of the Virginia Association of School Business Officials is to promote the highest standards of school business practices for its membership through professional development, continuing education, networking, and legislative impact.

**ARTICLE I – NAME**

The name of this organization herein referred to as the "Association" shall be the VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS, INC.

**ARTICLE II – OBJECTIVES**

The objectives of the Association shall be as follows:

- A. To promote establishment and observance of the highest possible standards of ethics, efficiency, and economy in all matters pertaining to school business administration.
- B. To urge that the business and finance services of the school system be administered so as to assist in the development and furtherance of the educational program.
- C. To promote the study, analysis, and dissemination of the most efficient policies and practices related to administration of the business and finance services.
- D. To work with other professional associations, colleges, and universities for further professionalization of school business officials.
- E. To affiliate with other professional educational associations for the purpose of strengthening educational endeavors, provided the affiliation is approved by the Board of Directors and the general membership.
- F. To cooperate with the Southeastern Association of School Business Officials and with the Association of School Business Officials International in their efforts to improve school business administration.

**ARTICLE III – MEMBERSHIP**

A. Membership in the Association shall consist of the following members:

- 1. Active
- 2. Associate
- 3. Honorary
- 4. Life

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- 5. Student
- 6. Emeritus
- 7. Division Membership

1. Active Membership

Persons eligible shall be those employed full time who are actively employed in Virginia school business, finance, and operations. Also eligible are personnel of colleges, universities, and the State Department of Education who work in school business, finance, and operations. An eligible person may become an active member by payment of the annual dues for the current year and shall be entitled to all privileges of membership. Active members are full voting members of the Association. Active members are eligible to hold elected office.

2. Associate Membership

Persons eligible shall be members of school boards and other individuals or firms engaged in supplying school-related products or services directly associated with or concerned with the objectives of the Association. Requests for associate membership shall be approved by the Board of Directors. Associate members are non-voting members and are not eligible to hold elected office.

3. Honorary Membership

Honorary members shall be those who have distinguished themselves in public or professional service to public education. Requests for honorary membership shall be submitted to the Board of Directors for recommendation to the full membership. Honorary membership shall be approved by a vote of the general membership. Honorary members are non-voting members and are not eligible to hold elected office.

4. Life Membership

All past Presidents of the Association shall be given life membership in appreciation of the service given to the Association. Life members are full voting members of the Association but are not eligible to hold elected office; however life members may serve in an appointed position on the Executive Team at the discretion of the Board of Directors.

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5. Student Membership

Persons eligible shall be in college or university students enrolled in school business management or educational administration classes. Student members are non-voting members and not eligible to hold elected office.

6. Emeritus Membership

Emeritus membership shall be limited to members of the Association who have retired from active school business and qualify for retirement pay for such services and desire to maintain their membership in the Association. Emeritus Members are full voting members of the Association but are not eligible to hold elected office.

7. Division Membership

Persons eligible shall be individuals currently working as school business officials. Each division shall identify one base member and will be assessed one annual dues amount for the school division which will allow an unlimited number of additional school division employees to become VASBO members at no additional cost.

Annual dues shall be assessed based on the Division's March 31 Average Daily Membership for the preceding fiscal year, as published by the Virginia Department of Education. The VASBO membership dues schedule shall be updated as a budgetary item.

Division Memberships include membership for the base member in the Southeastern Association of School Business Officials (SASBO). Additional school division employees listed as VASBO Members under the Division Membership will be assessed SASBO Membership Dues at SASBO's prevailing membership rate.

**ARTICLE IV – DUES**

Active, associate, and student members shall pay annual dues **as established by the Board of Directors** and emeritus members shall pay a one-time fee **of \$5 (five dollars)**. Dues shall be payable by the time of the fall meeting and shall coincide with the term of office of the officers of the Association. The term of Membership shall be from July 1 through June 30.

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**ARTICLE V – OFFICERS**

- A. The officers of the Association shall consist of a President, Vice President, Secretary, and Treasurer, all of whom shall be elected annually. In addition, four directors shall be elected to a 1-year term and shall serve no more than 3 consecutive terms.
- B. The Virginia Director for the Southeastern Association of School Business Officials shall be nominated by the VASBO Board, elected by the SASBO Membership and shall serve as a member of the VASBO Board. The SASBO Director shall serve a three year term.
- C. No officer, except the SASBO Director, may serve more than one elected term in the same officer role.
- D. The officers, directors, the immediate past-President, SASBO Director, and committee chairpersons shall constitute the Board of Directors. The officers, directors, immediate past-President, and SASBO Director shall constitute the Executive Team and shall serve as voting members. The committee chairpersons shall serve as non-voting members of the Board of Directors.
- E. The Board of Directors shall be the governing body of the Association and shall have the authority to execute its duties of meeting the objectives of the Association, of managing its finances and properties, and of establishing the necessary policies and procedures as the need arises. A simple majority of the members of the Board of Directors shall constitute a quorum.
- F. The President shall appoint **two** associate members (vendors) to serve as non-voting ex-officio members of the Board of Directors. Said members shall be representatives of active exhibiting companies. The term of office shall be for three years **on a staggered basis**.
- G. Any member of the Board of Directors that fails to maintain eligibility for service during their term shall be allowed to complete the current year in office. The Board of Directors shall fill by appointment any vacancy occurring during a term of office.
- H. Any member of the board may be removed for good cause by a two-thirds vote of the Executive Team present and voting, whenever in its judgment the best interests of the Association would be served thereby.
- I. The Executive Team will Appoint/Confirm an Executive Director to administer the specific duties as outlined in the Job Description of the “VASBO Executive Director”. Annually, during the budget development process, any salary adjustment to the Executive Director’s position should be included in the budget.

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The Executive Team will, at its organizational meeting in July of each year,

- a. approve and adopt the prescribed job description of the “VASBO Executive Director” for the year then beginning and;
- b. review the performance of the Executive Director related to the position’s adopted job description.

The President will provide the Executive Director with the evaluation in conjunction with the summer planning meeting. In the event that the evaluation is not satisfactory, no salary modification will be made.

**ARTICLE VI - OFFICERS**

Annually, VASBO will have an elected President, Vice President, Treasurer/Secretary, and three (3) Directors. Also, VASBO will have a SASBO Director. Each of these positions will serve as the Executive Team. Duties of these positions will be outlined within the procedural document.

**ARTICLE VII – COMMITTEES**

Committees to manage the business of VASBO and their associated duties shall be outlined in the Procedural Document.

**ARTICLE VIII – MEETINGS**

- A. There shall be a minimum of two scheduled meetings of the Association each at such time and place as shall be determined by the Board of Directors.
- B. VASBO may hold meetings in conjunction with other organizations, such as the Southeastern Association of School Business Officials (SASBO) and the Virginia Association of School Superintendents, at the discretion of the Board of Directors.

**ARTICLE IX – NOMINATIONS AND ELECTIONS**

The Nominating Committee shall consist of the past Presidents of the Association. The committee shall be chaired by the immediate past President. The committee shall select not less than one name from the Active Membership for each expired term. Nominations will be considered by the Nominating Committee at the Winter Meeting. Nominations shall be submitted to the Board of Directors at the spring meeting. Prior to a call for vote, the Chair

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of the Nominating Committee shall call for other nominations from the floor.

All officers and directors shall be elected during the business session of the spring meeting of the Association to assume office June 1.

**ARTICLE X – RULES OF ORDER**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution and bylaws.

**ARTICLE XI – QUORUM**

At all meetings of the Association a majority of members present, subject to the decision of the presiding officer, shall constitute a quorum.

**ARTICLE XII – CHANGES IN CONSTITUTION AND BYLAWS & PROCEDURAL  
DOCUMENT**

Changes to the constitution and bylaws must be submitted in writing to the board at least 3 days prior to the business meeting. The board will, upon approval, present the proposed changes to the membership at the first business meeting following that board meeting. A printed copy of the proposed changes will be distributed at the next business meeting, prior to a vote by the membership. A majority vote will result in adoption of the changes. The requirement to submit written changes in advance may be waived by a two-thirds vote of the Executive Team present and voting.

The VASBO Executive Team may create a procedural document as a reference for day to day operations of the Association. Changes to the procedural document may occur with a vote of two-thirds of the Executive Team present and voting. These modifications do not require approval by the membership at a business meeting, but shall be shared with the membership for informational purposes.

**ARTICLE XIII – INCORPORATION**

This Association shall be incorporated and the articles of incorporation, as periodically amended, made a part of this constitution and bylaws reference and kept in the files of the Executive Director.

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ADOPTED: October 27, 1965

AMENDED: May 5, 1973

May 14, 1976

May 21, 1982

May 18, 1984

May 16, 1986

January 24, 1994

November 4, 1994

November 10, 1995

February 21, 1997

May 15, 1998

May 21, 1999

February 7, 2003

February 8, 2008

February 10, 2010

February 10, 2012

February 8, 2013

May 22, 2015

February 16, 2017

January 11, 2018

May 25, 2018

January 2, 2020

June 1, 2020

May 15, 2024