

COLORADO ASSOCIATION OF SCHOOL EXECUTIVES
DEPARTMENT OF BUSINESS OFFICIALS (DBO)
BYLAWS

ARTICLE I - NAME

The name of this Department shall be the Department of Business Officials (DBO) of the Colorado Association of School Executives (CASE).

ARTICLE II -PURPOSES

- Section 1** To advance the proficiency of the professional activities of the members of this Department.
- Section 2** To cooperate with the Colorado Association of School Executives and other appropriate associations and organizations in developing and improving school business management and administration.
- Section 3** To disseminate information relative to the purposes and activities of the Department and the Colorado Association of School Executives.
- Section 4** To promote the highest standards of ethics in all school business transactions and proceedings.

ARTICLE III - PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall govern the Department of Business Officials in all cases in which they are applicable and in which they are not in conflict with these Bylaws of those of the Colorado Association of School Executives.

**ARTICLE IV - RELATIONSHIP WITH THE COLORADO ASSOCIATION
OF SCHOOL EXECUTIVES**

Section 1 Governance Plan

This Department shall submit to the Coordinating Council of the Colorado Association of School Executives a copy of the governance plan that shall include qualifications for membership, the procedure for election of officers and other governance procedures. The governance plans shall be compatible and not inconsistent with the bylaws of the Colorado Association of School Executives. Determination of compatibility and consistency shall be made by the Coordinating Council. This Department shall be required to submit to the Coordinating Council any changes in their governance plan.

Section 2 Autonomy

This Department shall be autonomous to conduct activities and provide services to the members consistent with the purposes and objectives of the department and Colorado Association of School Executives.

ARTICLE V - MEMBERSHIP

Classification of Memberships

- Section 1** Active members shall be only those persons who have paid the current annual CASE membership dues. This membership shall consist of persons employed in administrative or supervisory positions in school business affairs and administrative or supervisory persons of college; universities, or state department staffs who have an interest in school business affairs. Such persons shall be designated and recognized as administrators or supervisors by their respective boards.
- Section 2** Affiliate membership shall be district or allied organizations/ associations that comply with Article II and Section 1a of this Article. An application for affiliate membership, accompanied by the Constitution and bylaws of the applying agency, may be presented at any regular meeting of the Department. A majority vote of the DBO membership present at any regular meeting shall determine such affiliation.
- Section 3** Emeritus membership shall be available to any former active member of DBO at the time of retirement. An Emeritus Member may be appointed to a one-year (1) term on the Board of Directors.
- Section 4** Membership shall not be denied to anyone otherwise qualified, on the basis of race, color, creed or national origin.
- Section 5** The membership year shall be consistent with the CASE membership year.
- Section 6** Annual membership dues shall be recommended by the Coordinating Council and approved by a voting majority of the Colorado Association of School Executives.

ARTICLE VI - OFFICERS AND ELECTIONS

- Section 1** The officers of this Department shall consist of a President, Vice President/President-elect, Secretary/Treasurer and Past President. These positions shall comprise the Executive Committee.
- Section 2** Only active members from this Department shall be eligible to vote and hold office.
- Section 3** No officer of this Department shall be eligible for more than one (1) term in the same office.
- Section 4** No person shall hold more than one (1) elective office at the same time, except that an officer of this Department may also be elected to the Coordinating Council of the Colorado Association of School Executives and hold concurrent positions.
- Section 5** Prior to the annual CASE Education Leadership Convention, the DBO President shall appoint a Nominating Committee consisting of not less than three (3) members and shall designate a Chairman; the committee shall present a full slate of officers to the Board for approval prior to the elections.
- Section 6** Election of officers shall be by legally recognized means of balloting, with provision for write-in candidates. The election process shall be completed not less than twenty (20) days preceding the annual CASE Education Leadership Convention and plurality vote shall elect.

Section 7 Any officer, elected or appointed, may be removed according to the process described in Robert's Rules of Order Newly Revised, by the Executive Committee whenever, in their judgment interest of the Department of Business Officials will be served thereby.

- Section 8**
- a. A vacancy occurring in an office shall be filled by the Board of Directors for the remainder of the term. Should a vacancy occur in the office of President, the Vice President/President-elect shall immediately succeed to the office of the President. The Board of Directors shall then select an acting Vice President from among its own members by a majority vote to fill remainder of the term of office.
 - b. Should the vacancy occur in the office of Vice President/President-elect, the Board of Directors shall provide for a special election.
 - c. Should the vacancy occur in the office of Past President, the Board of Directors may select a former Past President of the Department, who is eligible as an active member, to fill the remainder of the term of office.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 The officers shall perform the duties prescribed by the bylaws and the Parliamentary Authority adopted by the Department of Business Officials.

Section 2 The President shall preside at all meetings of the Department, the Board of Directors and the Executive Committee; shall have general supervision of the affairs of the Department; shall appoint such committee not otherwise provided for to assist in the activities of the Department; shall be an ex-officio member of each Department committee, except the Nominating Committee.

Section 3 The President shall appoint one (1) Department Representative to CASE standing and Ad Hoc Committees, when requested by CASE, with Board approval.

Section 4 In the case of the absence or inability of the President to discharge the duties of the office, such duties shall be performed by the Vice President/President-elect. This officer shall prepare the program for the general session meetings of the department, subject to the approval of the President.

Section 5 The Secretary/Treasurer shall keep a record of all meetings of the Department of Business Officials, the Executive Committee and the Board of Directors. The officer shall keep a current list of Department members; insure meeting notices and minutes are handled appropriately, make a written report of the transactions of the Department at the end of the year; and, subject to the approval of the President, perform other duties not herein specified. At the expiration of the term of office, the Secretary/Treasurer shall transfer to the elected successor, all books, papers, records and other property in his/her possession belonging to the Department. The Secretary/Treasurer will participate in the proposed budget process for approval by the Board of Directors; shall monitor the expenditure of funds based on the adopted budget; and shall present the Department's annual audited report to the Board of Directors for approval.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be composed of the President, Vice President/President-elect, Secretary/Treasurer and the immediate Past President. The CASE staff liaison shall serve as an ex-officio, non-voting member of the Executive Committee.

Section 2 The Executive Committee has the authority to act in behalf of the Department between Board of Directors' meetings, but shall not have the authority to establish or change policies of the Department.

Section 3 A majority of the members present shall constitute a quorum of the Executive Committee.

ARTICLE IX - BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of the Executive Committee of the Department, four (4) elected members to the Board of Directors from Department membership. An Emeritus Member may be appointed to a one-year (1) term on the Board of Directors.

Section 2 The Board of Directors shall be the governing body of the Department and shall determine the policies of the Department.

Section 3 A majority of the members present shall constitute a quorum of the Board of Directors.

Section 4 The Board of Directors shall meet at the call of the President, through an established time schedule, or at the call of a majority of the Board.

Section 5 The Board of Directors shall have the power to censure, suspend or expel any member for cause after due notice and an opportunity for a hearing before the Board. At the following general meeting, the Department shall have the authority to lift a censure or to reinstate a suspended or expelled member.

Section 6 The Department of Business Officials Board of Directors (DBO Board) has established the following guideline of behaviors for DBO Board members. Prospective DBO Board members must be aware of the following expectations prior to accepting a position on the board.

- a. Prospective Board members should have the full support of their school district prior to accepting a position on the board.
- b. Regularly scheduled board meetings occur quarterly. There is also a meeting/peer session held at both the CASE Winter Leadership Conference and Summer Education Leadership Convention. Additional meeting times may be necessary if approved by the board.
- c. All officers and board members are expected to attend and participate in both the CASE Winter Leadership Conference and Summer Education Leadership Convention, including applicable pre-conference events.
- d. DBO Board members or officers who miss two consecutive meetings in a DBO term year (August-July), should consider resigning their position. The President will initiate a conversation with the individual if two consecutive absences in a term year have occurred.
- e. If an officer or Board member misses three meetings in a year, the Board will initiate an action during the next meeting to remove that person from office, and will subsequently vote on a replacement.

Section 7 The Board of Directors shall approve the appointment of a Nominating Committee, Article VI, Section 5. The Board shall have the authority to fill vacancies according to Article VI, Section 8

Section 8 The Board of Directors has the authority to call meetings of the Department of Business Officials designating time, location and program. Written notice shall be given to the membership no less than thirty-days (30) prior to such meetings. A quorum for any department general meeting shall consist of those members present.

Section 9 The elected members of the Board of Directors shall be governed by the procedure outlined in Article VI, Sections 2, 5, 6, 7, 8 and 9a. They shall be elected for a four-year (4) term in a manner to provide for staggered terms, never permitting more than one member to be replaced in a single year.

Section 10 The failure of any Board member to maintain his/her active membership status or Colorado residency during the term of office shall be construed as a resignation.

ARTICLE X - REPRESENTATIVES TO CASE COORDINATING COUNCIL

Section 1 The President and the Vice President/President-elect shall be voting members of the CASE Coordinating Council.

ARTICLE XI - RECALL OF ELECTED MEMBERS

Section 1 Any member may initiate a recall action by submitting a petition to the Department Board of Directors with signatures of ten (10) percent of the Department membership.

Section 2 The Board of Directors, upon receiving and certifying the recall petition will, within forty-five (45) days, establish and implement recall procedures that will guarantee a fair process.

ARTICLE XII - AMENDMENT OF BYLAWS

Section 1 The DBO Bylaws may be amended as follows:

Amendments may be adopted by a two-thirds (2/3) majority vote of those active members present and voting at any general meeting of DBO, or by a simple majority of active members voting.