

**New Mexico Association of  
School Business Officials**  
*By Laws*

**Article 1. DUTIES OF OFFICIALS**

**1.01 President: The president shall**

- (A) Preside at all meetings of the Association and of the Executive Board, herein after referred to as Board, and shall have general supervision of the affairs of the Association; and
- (B) Prepare the program for the general sessions of the annual meeting of the Association, and shall have power to modify or change the program if, in his/her judgment, the best interests of the Association are served thereby, provided such changes do not conflict with the provisions of the Constitution and By-Laws; and
- (C) Appoint all committees not otherwise provided for, and shall be ex-officio member of all committees; and
- (D) Approve all expenses incurred by the Association or by any officials of the Association before claims for such obligations are paid; and
- (E) Serve as representative on the NMCSA Board in the first year of their term.

**1.02 President-Elect**

- (A) The President-Elect shall exercise all the functions of the President in his/her absence.
- (B) Serve as the Chair on the nominating committee.
- (C) Perform other duties as assigned by the President.
- (D) Serve as representative on the NMCSA Board in the second year of their term.

**1.03 Past-President shall**

- (A) Assist in organizing and serve on the nominating committee.
- (B) Serve as Chair of the By-Law and Constitution review committee.
- (C) And perform other duties as assigned by the President.

**1.04 Secretary**

- (A) Keep a full and accurate record of the proceedings of all meetings of the Association and of the Board; and
- (B) Keep a file of the official correspondence of the Association; serve all necessary notices after the same have been approved by the President; and
- (C) Perform any other duties not herein specified which may be outlined by the President; and
- (D) At the expiration of his/her term of office, transfer to his/her successor in office all books, papers, records, and other property in his/her possession belonging to the Association; and

- (E) Attend each and every session of the Association's annual meetings unless otherwise excused by the President.

#### **1.05 Treasurer**

- (A) Keep a full and accurate record of the financial transactions of the Association and its activities; and
- (B) To serve as the Chair for the Association's budget committee.
- (C) Cause a file of transactions, disbursements, receipts and documents to be maintained in order to accurately and clearly report the activity and condition of the Association to its members and other agencies as required; and
- (D) Perform any other duties not herein specified which may be outlined by the President; and
- (E) At the expiration of his/her term of office, transfer to the successor in office all files, documents, papers, records and other property in his/her possession belonging to the Association; and
- (F) Attend each and every session of the Association's meetings unless otherwise excused by the President.

#### **1.06 Executive Board:** The Board shall:

- (A) Be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws; and
- (B) Meet at the call of the President; and
- (C) Have power to fill vacancies in the body of officers not otherwise provided for; and
- (D) Appoint an Executive Director as allowed in the Constitution.

#### **1.07 Executive Director:** The Executive Director shall:

- (A) Be responsible for implementing the goals, policies and Mission of NMASBO; and
- (B) Manage the day-to-day operations of the Association; and
- (C) Perform duties and responsibilities as determined by the Board.

#### **1.08 Committees**

- (A) The Board may function as all committees that may be needed. The President may appoint ad hoc committees to accomplish the goals of the Association in addition to established standing committees. A consensus of the Board recognizing the need of the committee is desired. The President may appoint a Board member as chairman of such a committee, along with other members consisting of Board, Association member or person(s) with specific expertise/experience.
- (B) All committees, whether ad hoc, or standing, shall report their findings to the President and Board. Written committee reports should be

provided to the Board to document the work of the Association. The use or distribution of these reports will be determined by the Board.

- (C) Authorizing a committee may create the need for budgetary expenditures. When such costs are recognized, a preliminary cost should be determined and appropriate budgetary adjustments made by the Board.
- (D) The standing committees and the purpose is:
  - (1) By-Laws and Constitution – This committee is to review the By-Laws and Constitution and recommend revisions as necessary. This committee is chaired by the Past-President.
  - (2) Budget – This committee is to develop the annual budget of the Association. This committee is chaired by the Treasurer.
  - (3) Nominating – This committee is to nominate qualified candidates for Board elections. This committee is chaired by the President-Elect.
  - (4) Recognition – This committee reviews the membership’s nominations for the awards listed in Article 2 or other recognitions as appropriate. This committee is chaired by the Executive Director. It is desired that each region has representation on this committee.
  - (5) Scholarship – This committee is to develop scholarship criteria, review the applications, and make recommendations as to the award of the scholarships. The committee chair will be appointed by the President annually.

### **1.09 Dues**

- (A) The annual dues of active and associate members shall be determined by the Board.
- (B) The right to vote and hold office shall be limited to active members whose dues are paid for the current year.

### **1.10 Voting**

- (A) Changes in the Constitution and By-Laws and all other questions shall be determined by a majority vote of active members present.

### **1.11 Membership Years and Fiscal Years**

- (A) The membership year and the fiscal year of the Association shall be July 1 through June 30.

## **Article 2. AWARDS AND RECOGNITION**

### **2.01 School Business Administrator of the Year.**

- (A) Qualifications:
  - (1) Current active member of NMASBO for at least three (3) years;

- (2) Current position requires at least 75% of time in area related to school finance;
  - (3) Demonstrates leadership in school finance administration by contribution to the field state-wide; and
  - (4) Holds a current School Business Officials license issued by the State Department of Education.
- (B) Nominations for this award will be solicited from the general membership of the Association.

## **2.02 Distinguished Service Award**

- (A) Distinguished Service Award may be awarded to a current member of the Association that has made a significant contribution to the Association or profession. This award may be granted through Board nomination or through the Recognition Committee.

## **2.03 NMASBO Board Awards**

- (A) The Board shall present the following awards in alternating years.
- (B) Immediate Past-President – The board will recognize the Past-President for their service.
- (C) NMASBO Board Award – This award is bestowed to one who has made a significant contribution to the Association and/or Profession.