

Manitoba Association of School Business Officials Inc.
CONSTITUTION
OF
THE MANITOBA ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS

MISSION STATEMENT

The Manitoba Association of School Business Officials is a professional organization dedicated to provide leadership in the areas of: finance, maintenance, transportation, human resource management, information technology, workplace safety and health and other school business related areas through communication and consultation with its membership and educational partners to support a quality learning environment for our students.

ARTICLE 1 - AIMS AND OBJECTIVES

The Manitoba Association of School Business Officials is an autonomous, non-profit, professional organization dedicated to improving the quality of School Business Management and the status, competency, leadership qualities, and ethical standards of School Business Officials at all levels.

OBJECTIVES

To this end, the Manitoba Association of School Business Officials identifies the following as its objectives:

- a) To establish and maintain high standards of ethics and efficiency in School Business methods and practices, in keeping with our Code of Professional Conduct.
- b) To provide for the Professional Development of its membership by initiating and sustaining an educational program of workshops, seminars, conferences, and annual meetings that will be meaningful to all involved in School Business Management, and to encourage the development of courses and educational programs in the School Business field or in any activities that would promote and strengthen education and School Business Management.
- c) To act as a forum through which all members will be encouraged to exchange and share information and ideas with persons of similar interests and responsibilities.
- d) To identify and be responsive to the needs of the profession and its membership.
- e) To advance the status of the School Business Official at all levels providing assistance to members on a group or individual basis.
- f) To actively contribute in a positive way to the decision-making process at the provincial, inter-organizational and local level.
- g) To actively partner with Manitoba Education and other educational stakeholder groups.

ARTICLE 2 - OFFICE of the ASSOCIATION

The Office of the Association shall be at such place as the Executive may from time to time decide.

ARTICLE 3 – SEAL

The corporate seal shall be in the custody of the Executive Director.

ARTICLE 4 – MEMBERSHIP

Membership in the Association requires adherence to M.A.S.B.O.'s Code of Professional Conduct.

SECTION I

Membership shall consist of Active, Honorary, and Life Members.

Active Membership shall be open to:

Management, supervisory and other administrative officials employed by school divisions, school districts and school areas in the fields of finance, maintenance, transportation, human resource management, information technology, workplace safety and health and other school business related areas.

Life and Honorary Memberships

- a) Life Membership will be conferred upon any Past President.
- b) Life Memberships will be considered by the Executive for those members who have served the organization for ten years, at least six of which have been at the Executive level, or who have represented the Association for at least 10 years on various committees.
- c) Life memberships will be conferred at the Annual General Meeting when the recipient leaves eligible employment.
- d) Other criteria for Life Membership:
 - Years need not be consecutive
 - Include all MASBO approved committee involvement including standing and ad hoc committees, appointments to external committees
 - Failing access to MASBO documentation the Executive could consider affirmation of service in the way of personal affidavits.
 - No nomination required – automatic upon meeting the service requirement and at the time of the member's retirement or if the member leaves MASBO.
 - The Executive may at its discretion bestow life membership in an exceptional circumstance to a member who has not attained the "10 years of service, six of which were at the Executive level."

d) Honorary Membership shall be considered by the Executive for those individuals who do not qualify for membership, but who have made an outstanding contribution to the Association.

Criteria:

- Longevity (years of contribution)- although longevity may enhance a nomination, no minimum number of years is required
- Someone who has helped MASBO achieve its mission and goals
 - Provided advice and support
 - Provided professional development

Nomination Process:

- Written nominations to be submitted to the Executive Director by December 31 of each year for the consideration of the Executive.
 - Written explanation as to why the person is being nominated: what outstanding contribution has the individual made to assist MASBO in achieving its mission and goals?
- e) The Executive of MASBO reserves the right to revoke an Active, Life or Honourary membership.

SECTION II

Each person eligible to become an active member, and having paid the annual dues for the coming year shall be entitled to the privilege of membership.

Active members are subject to fees. They may vote and hold office. Life and Honorary Members are not subject to fees. They may not vote and cannot hold office.

If life members become actively re-employed in school business, they must re-enter the Association as active members for the period so employed.

ARTICLE 5 – MEETINGS

An annual general meeting will be held each year.

The date and location of the meeting shall be determined by the Executive and approved by a majority vote of the members present at the annual meeting at least two years in advance.

The Executive may call a Special Meeting when deemed necessary to consider urgent matters of business which cannot be held over until the Annual General Meeting.

Written notice setting forth the time, date, and place of such Annual or Special Meetings shall be forwarded by mail to all members at least twenty (20) days in advance of such meeting date.

Meetings of the Executive shall be held as often as the business of the Association shall require and at least three times in each year, between the Annual General Meetings, and shall be called by the President. Meetings of the Executive shall be called with at least five (5) days' notice

Any seven (7) members shall constitute a quorum and the meeting may be held without notice if notice is waived by all Executive members.

ARTICLE 6 – QUORUM

At least forty per cent (40%) of the acting members must be in attendance at the business

section of an Annual General Meeting or a Special Meeting to constitute a quorum.

ARTICLE 7 - ELECTIONS OF THE EXECUTIVE

A) President-Elect

- i) Both the President and President-Elect shall be paid-up active members of the Association.
- ii) The President-Elect shall be elected by secret ballot at the Annual General Meeting for a one-year term.
- iii) The President-Elect will automatically proceed to the position of President the following year.

B) Provincial Directors

- i) Provincial Directors shall be elected by secret ballot at the Annual General Meeting for two-year terms as follows:
 - Even Numbered Years - One representative of Business & Finance from Urban Winnipeg Divisions;
 - One representative of Transportation
 - Odd Numbered Years - One representative of Business & Finance from Rural Divisions/Districts;
 - One representative of Maintenance
- ii) To be eligible to be nominated for the position of Provincial Director, a candidate shall be a paid-up active member of the Association.
- iii) A candidate can serve for a maximum of two consecutive terms as a Provincial Director. If a candidate has served for two consecutive terms, they are eligible to serve again in the position if they have not served in the position for at least one term.

C) Regional Directors

- i) There shall be one (1) Regional Director from each of three (3) Regions which shall be comprised of the Divisions/Districts as follows:

Region 1 Northwestern	Region 2 Winnipeg	Region 3 South-Interlake
Flin Flon	Louis Riel	Evergreen
Mystery Lake	Pembina Trails	Interlake
Kelsey	Seven Oaks	Lord Selkirk
Beautiful Plains	Winnipeg	Sunrise
Brandon	River East Transcona	Lakeshore
Fort La Bosse	St. James Assiniboia	Whiteshell
Mountain View	Winnipeg Technical Centre	Borderland
Park West		Garden Valley
Pine Creek		Prairie Rose
Prairie Spirit		Western
Rolling River		Franco-Manitoban
Southwest Horizon		Hanover
Swan Valley		Red River Valley
Turtle Mountain		Portage La Prairie
Turtle River		Seine River
		Frontier

- ii) Directors, representing each of the regions, shall be elected by the members of the respective regions prior to the Annual General Meeting for a three year (3) term. Candidates shall be paid-up active members of the Association. Regional Directors will be elected on an alternating basis with one member completing a three year term each year and one new member being elected. (Base year will be 2013 - 2014)

D) Vacancy of Director

The office of a Director shall be vacated if:

The Director:

- a) by notice, in writing, to the Association, resigns their office;
- b) ceases to be a member of the Association or region in which they are a representative;
- c) assumes another position on the Executive;
- d) misses three consecutive Executive meetings without approval of the Executive.

E) Regional Representatives

- i) Representatives, representing each of the constituent groups within the Region, shall be elected by the members of the respective Regions prior to the Annual General Meeting for a one (1) year term.

Regional Representatives shall be elected as follows:

- a) One representative of Business and Finance
- b) One representative of Maintenance
- c) One representative of Transportation

ii) Election of Regional Representatives

- 1) Each year, prior to the Annual General Meeting, the election of a Regional Representative shall be conducted within that region.
- 2) Notice of such elections shall be sent by the Regional Director to each member in the region at least five (5) days prior to the date of the election.
- 3) The Regional Representative shall be a member in that region and may also serve as Regional Director.
- 4) a) Representatives shall be elected by majority vote of votes cast by members of the region.
b) Should a Representative elected at a regional meeting become unavailable to accept or continue to hold office, a replacement shall be elected by members of the region concerned in accordance with this Constitution.
- 5) The Regional Director or any other member of that region may serve in one or more positions as Regional Representative.

F) Vacancy of Regional Representative Position

The position of a Regional Representative shall be vacated if:

- i) The Representative:
 - a) by notice, in writing, to the Association, resigns from the position.
 - b) ceases to be a member of the Association or region in which he/she is a representative.

ARTICLE 8 - EXECUTIVE AND ITS POWER

- A) The business of the Association shall be conducted by an Executive consisting of the following Executive Officers of the Association:

- President
- President-Elect
- Past-President
- Provincial Directors (4)
- Regional Directors (3)
- Executive Director (ex-officio, non-voting)

- B) If a vacancy occurs in the office of President, it shall be automatically filled by the President-Elect for the remainder of the vacated term. The President-Elect shall then complete his/her term as President. The Past President shall remain on the Executive for an extra term. The office of the President-Elect shall be filled by appointment of one of the Provincial Directors by the Executive. Said appointment shall automatically

terminate at the next Annual General Meeting. After the Annual General Meeting, the appointed President-Elect shall resume his/her office of Provincial Director if he/she has another year remaining in his/her term. A vacancy in a position of Provincial Director shall be filled by appointment by the Executive with a member from the appropriate constituent group. Said appointment shall automatically terminate at the next Annual General Meeting.

- C) The Executive shall, subject to this Constitution and direction given them by a majority vote at any general meeting or special meeting, have full control and management of the business affairs of the Association.
- D) The Executive Director shall be appointed by the Executive and shall hold office for such time as designated by the Executive.
- E) The members of the Executive, except for the Executive Director, shall serve without remuneration; but any member may be reimbursed from the funds of the Association in the amount of any reasonable travelling and other expenses necessarily incurred in discharging their duties as a member of the Executive.
- F) The Executive may fill a Directorship vacancy as per Article 7.
- G) Upon the recommendations of the President and the Executive Director, the Executive shall approve the committee representatives of the Association.
- H) The Executive shall appoint an Accountant to examine the financial records of the Association and prepare an audit report for the Executive to present to the membership at the Annual General Meeting.
- I) The signing officers for the Association shall be the President OR the President-Elect AND the Administrative Assistant.

ARTICLE 9 - DUTIES OF OFFICERS

SECTION I

The President shall:

call and preside at all meetings of the Association and of the Executive; have general supervision of the affairs of the Association and perform the duties usually devolving upon the chief executive of such Association; be vested with the power to call special meetings of the Executive, designating the date, time and place. Each member shall be notified of the reason(s) for the special meeting at least five (5) days prior to the special meeting date;

serve as ex-officio member of all committees;

have power to approve expenses incurred by the Association, such expenses shall be reported at the next meeting of the Executive;

be encouraged, or their delegate, to attend or appoint a designate to attend, the Annual Convention of fraternal organizations as designated and A.S.B.O. International. The Association shall annually budget for costs regarding delegates who are designated to attend other provincial and international conventions.

SECTION II

The President-Elect shall:

exercise all the functions of the President in the absence of the President;
be the Chair of the Convention Committee.

SECTION III

The Executive Director shall:

have the general responsibility of administering the affairs of the Association;
execute the policies and instructions of the Executive;
perform the duties as listed in the Position Description.

SECTION IV

The Executive shall:

be vested with the power to appoint an Executive Director who may or may not be a member of the Manitoba Association of School Business Officials and set and pay their salary;

meet at the call of the President and have power to fill vacancies in the body of officers. The expenses of meetings of the Executive shall be borne by the Association.

SECTION V

A) The Table Officers shall consist of:

President Provincial Directors (4)
President-Elect Executive Director
Past President

At the call of the President, the Table Officers, in whole or in part, shall:

function as a Committee of the Association and, as such, shall report to the Executive for formal decision-making purposes;

liaise with the Minister of Manitoba Education or their designates, the Executive of other organizations, or other appropriate individuals, to represent the interests and concerns of the Association;

meet to consider or respond to issues or matters that arise and require prompt response.

The Executive Director shall notify the committee members of the purpose of the meeting.

Committees:

A) The Past President's Council shall:

consist of the immediate past president and the four most recent active past presidents as members of the council;

be chaired by the immediate Past President;

have a mandate to prepare reports and make recommendations to the Executive on special tasks which have been referred to the Council for study;

B) Professional Development Committee shall:

consist of the President Elect, Past President, the Provincial Directors, Executive Director, Administrative Assistant and volunteers as required from the general membership.

Except for volunteers, the terms of membership coincide with the terms of office of the respective members as outlined in the MASBO Constitution. Volunteers' length of service on the Committee should be staggered so as to provide for continuity.

The Professional Development Committee is responsible for the planning and delivery of all the professional development requirements and events of the Association. This includes the professional development planning for:

- The annual members professional development day, normally held in November;
- The Maintenance/Transportation Conference, normally held in February;
- The AGM and Convention, normally held in June;
- Any other professional development initiatives that may be identified from time to time

The Committee is chaired by the President Elect who reports to the Provincial Executive.

D) The Finance Committee shall:

consist of the Provincial Directors of Business/Finance (Urban and Rural), (co chairs), and all regional finance representatives.

E) The Maintenance Committee shall:

consist of the Provincial Director of Maintenance, and all regional maintenance representatives.

F) The Transportation Committee shall:

consist of the Provincial Director of Transportation, and all regional transportation representatives.

G) The Resolutions/Constitution Committee shall:

call for, receive and prepare all resolutions, and present same at the Annual General Meeting;

call for and receive proposals for changes and amendments in the Constitution and present recommendations to the Executive for presentation to the Association at the Annual General Meeting.

J) The Nominating Committee shall:

consist of one member appointed by the Executive, and one member who is not a member of the Executive, elected from the membership by the membership at the Annual General Meeting to serve for the coming year. The third member and Chair of the Nominating Committee shall be the immediate Past President of the Association;

present a list of nominees for the position of President-Elect; and Provincial Directors at least 14 days prior to the Annual General Meeting;

report at the Annual General Meeting.

K) The Publications Committee shall:

consist of the Provincial Directors;

a Provincial Director, as selected by the Committee, shall serve as Chair.

L) Adhoc Committees may be appointed from time to time, as required by the Executive.

ARTICLE 10 – VOTING

Amendments or additions to the Constitution may be made at any Annual General Meeting of the Association provided that Notice of Motion be presented prior to the Business Session. Subject to Article 6, a favourable vote of two-thirds of the Active members present shall be required to adopt motions to amend the Constitution.

Subject to Article 6, all other questions shall be decided by a majority vote of the Active members present.

A member of the Executive may be removed from office by a seventy-five per cent (75%) majority vote of members present at an Annual General Meeting or a Special Meeting of the Association.

ARTICLE 11 – FINANCE

A certified accountant, authorized to practice in the Province of Manitoba, who is not a member of the Manitoba Association of School Business Officials shall be appointed annually to review the financial records of MASBO and shall issue a Review of Engagement Report based on this review. The Association's Review Engagement Report will be presented to the Executive and then to the membership at the Annual General Meeting.

ARTICLE 12 – MISCELLANEOUS

SECTION I

Proceedings:

The proceedings of the Annual General Meeting in the form of an annual report, shall be published under the direction of the Executive.

SECTION II

Dues:

The annual dues of Active members shall be set by the Executive.

Payment of dues shall entitle such members to receive the printed annual report.

The Executive is authorized to charge a registration fee for the annual meeting and workshops sponsored by the Association.

Only active members whose dues are paid are entitled to vote at the Annual General Meeting.

Membership fees paid on behalf of a member may be transferred to the new person occupying the position for the balance of the membership year.

SECTION III

Membership Years and Fiscal Years:

The membership year and the fiscal year of the Association shall extend from July 1st to June 30th.

(June 2010)