

Montana Association of School Business Officials Board of Directors Policies and Procedures Manual

Introduction

This manual contains the policies governing the structure, organization, operations, programs, and services of the Montana Association of School Business Officials (MASBO).

These policies include but are not limited to the Association's Policies, Bylaws, **(Bolded)** committees and Board Duties as adopted by the MASBO membership and policies adopted by the Association's Board of Directors to guide the Board's activities and the work of the Association staff.

The Board of Directors authorized the preparation of this manual and has provided for its ongoing maintenance in order to give members of the Board and Association staff easy access to all policies of the Association, and thus make possible greater efficiency in all areas of Association activity.

A copy of the manual in the MASBO office will be made available to any MASBO member for reference.

Board of Directors
Montana Association of School Business Officials

PURPOSE

The Montana Association of School Business Officials has dedicated itself to improving efficiency in the specialized field of school business management within the profession of education.

In 1968, the Montana School Boards Association sponsored the Montana Association of School Business Officials for the purpose of standardizing school accounting and providing its members and other interested school business officials and administrators with practical knowledge and new techniques in all areas of school business administration.

As the needs in business management increased, MASBO broadened its educational programs to provide in-depth study in particular skills needed in their work to meet the complex challenges of modern school business management.

Conferences, workshops and seminars serve as vehicles for dissemination of pertinent information to MASBO members.

In 1987, MASBO adopted the concept of a voluntary program for certifying the competency of school district clerks and business managers through a prescribed course of study and in-service training. This voluntary program was endorsed and supported by the Directors of the Montana School Boards Association in March, 1988.

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Chapter One: GOVERNANCE

1.0 Association

1.001 Policies and Bylaws

The Montana Association of School Business Officials functions by the intent of the Policies and Bylaws which enumerate the organizational tenets of the Association. Any Board actions and thus staff performance shall be in compliance with the Policies and Bylaws.

The Bylaws may be amended at the Annual Meeting following these procedures.

1. ***Any amendments to these bylaws may be adopted by two-thirds vote of the active members present at an annual or special meeting, provided that written notice shall have been given to the members at least two (2) weeks prior to the meeting.*** (ARTICLE X)
2. ***Such amendments shall be submitted to the Executive Director by January 15 of each year.*** (ARTICLE X)
3. Board of Directors review amendments at their January meeting.
4. February/March Board Meeting: Board of Directors votes on whether to bring amendments to a vote of the organization. This must pass by simple majority.
5. A vote to the amendments will be put before the membership at the Summer Conference.

1.002 Name

The name of this organization shall be the Montana Association of School Business Officials, incorporated with the Montana Secretary of State. (ARTICLE I, SECTION 1)

1.003 Emblem

The Board of Directors of the Association shall regulate the use of the Association logo. (ARTICLE I, SECTION 2)

1.004 Affiliation

The Association shall be the organization in Montana affiliated with the Association of School Business Officials International. (ARTICLE I, SECTION 3)

1.005 Fiscal Year

The fiscal year of the Association shall begin on the first day of July and end on the last day of June each year. (2006) (ARTICLE I, SECTION 4)

1.006 Purpose

The purpose for which the Association is organized is to engage exclusively as an organization to advance education, scientific and charitable endeavors within the meaning of 501(c)(3) of the Internal Revenue Code of 1986, under the umbrella of the Int'l Association of School Business Officials. (ARTICLE I, SECTION 6)

1.007 Mission Statement

The MASBO mission statement will be reviewed annually by the Board.

Mission Statement: "MASBO is dedicated to training and supporting the people responsible for business operations of Montana Schools. Our goal is to enable members to manage the business in order to support education for Montana children."

1.008 Strategic Plan

The Board shall review and revise the strategic plan annually. The plan will contain short- and long-term goals. The plan shall be distributed to the membership at the October business meeting, after it is approved by the Board at the March board meeting.

1.009 Membership

Membership in the organization shall consist of active, associate, vendor, emeritus, life and honorary members. (ARTICLE II)

There shall be six membership categories:

Voting Membership: The right to vote, hold office, or to have a voice in the discussion on the floor of the meeting shall be limited to members whose dues are currently paid. The privilege of the floor may be extended to any other person who is not a member of the Association. (ARTICLE VII, SECTION 1)

1: ACTIVE MEMBERSHIP

- A: ***School employees directly connected with business administration of schools in the State of Montana.*** (1995) (ARTICLE II, SECTION 1)
- B: When there is a change in personnel in a district position such as Business Manager, Clerk, or Accounts Payable, the membership shall remain with the district, not the individual. If the position is eliminated, the district has the right to transfer that membership to any other eligible employee of the district.

2: ASSOCIATE MEMBERSHIP

- A: ***School trustees and school district employees not directly connected with business administration of schools in the State of Montana.*** (ARTICLE II, SECTION 2)
- B: ***Faculty members of the various schools of education in the greater university system of the state of Montana who are particularly interested in the business administration of Montana public schools. Officials and employees of the Office of the State Superintendent of Public Instruction and County Superintendents of Schools and County Treasures who are particularly involved with the business administration of schools.*** (1995) (ARTICLE II, SECTION 2)
- C: ***Students who are actively engaged in graduate studies in the field of school business administration.*** (ARTICLE II, SECTION 2)

3: VENDOR MEMBERSHIP

- A: ***Individuals and/or organizations actively engaged in supplying school district needs or rendering professional services to school districts.*** (1991) (ARTICLE II, SECTION 3)

4: EMERITUS MEMBERSHIP

- A: ***An Emeritus member shall have been an Active or Life Member at the time of retirement from the field of school business management and not currently employed in any area of school management or related endeavors.*** (1988, 1989) (ARTICLE II, SECTION 4)

5: **LIFE MEMBERSHIP**

A: ***A life member shall be one who has served as an active member for a minimum of ten(10) years, and who at the time of application is actively employed in the field of school business administration. A Past President of MASBO, upon retirement from active employment shall be awarded a Life Membership and not pay membership dues thereafter. (1989) Life memberships are non-transferable. (1991) (ARTICLE II, SECTION 5)***

6: **HONORARY MEMBERSHIP**

A: ***An Honorary Membership may be conferred by the Board of Directors to any former officer of this Association and to such other persons who, by their act or position, have shown an outstanding interest in this Association and have contributed to its betterment. Honorary Life Membership for outstanding service may be conferred by action of the Board of Directors. (ARTICLE II, SECTION 6)***

7: **MEMBERSHIP APPROVAL**

Members shall be admitted in the Association upon:

A: *Meeting the qualifications stated in Article II, Section 1, 2, 3, 4, 5, 6.*

B: *Payment of dues as prescribed by Article VIII, Sections 1 and 2. (ARTICLE II, SECTION 7)*

The membership year shall be from July 1 through June 30.

Vendors: MASBO'S advertising policy is to print product or service advertising in the maximum space of 2" x 3" within the newsletter for vendor members. Larger ads for programs sponsored by MASBO will be allowed.

1.010 Non-Discrimination

The Association will adhere to a policy of nondiscrimination on the basis of religion, race, color, sex, national background, age, disability status, and political affiliation in all of its programs and practices.

1.011 Recognition for Accomplishment

Outstanding Business Award: The award shall be made annually to a current active MASBO member. Officers and directors of the Association are not eligible during their term of office. Nominations are to be made on a form provided by MASBO. Coworkers, teachers, district officials, trustees, OPI, and County or State Officials may nominate a business official for this award. Nomination packet will be given to the nominees following the award presentation. Likewise all nominee names shall be kept confidential until the summer conference when all nominees are recognized. Applications are valid for the current year only and must be resubmitted to be considered in a subsequent year. The awards will be presented at the annual summer conference. The recipient receives a life membership and plaque awarded at the annual summer conference. The recipient also receives an additional recognition at MCEL. In order to be considered, all materials must be received in the office of the Executive Director no later than the date noted in the application brochure.

All Recognitions will be presented at the annual summer conference.

Outgoing Directors: Will be awarded a plaque at the end of their service.

Past-President: Will be awarded a plaque at the end of their service.

President: Will be awarded a gift from the Vice-President at the end of their term as President.

Certificates of Certification: Will be awarded annually to those meeting and fulfilling certification requirements.

Service awards (lapel pins) will be presented at the Annual Meeting to members and representatives who have completed ten, twenty or thirty consecutive years of Association membership.

Retiring members will be recognized at the Annual Meeting. Members who retire from July 1 to June 30 will be honored at the Annual Meeting that falls within the same time period. Retiring members must notify the MASBO office on or before May 15th to be recognized at the annual meeting.

The Executive Director will verify the members qualifying for awards for service, retirement, and Professional Recognition.

1.012 Educational Organizations

The Association will work closely with educational organizations to further common goals, purposes, and legislative objectives.

1.1 Officers/Administration

1.101 The Officers

- 1: ***A President who shall serve a two-year term and shall automatically succeed to the office of past president.*** (ARTICLE III, SECTION 1A)
- 2: ***A Vice-President, elected at large who shall serve a two-year term, and shall automatically succeed to the office of President.*** (2012) (ARTICLE III, SECTION 1B)
- 3: ***A Past-President, who shall serve a two-year term.*** (2012) (ARTICLE III, SECTION 1C)
- 5: ***A Fiscal Agent appointed by the Board for a two-year term. The fiscal agent shall be a current or past board member. This person shall not serve more than three terms.*** (2012) (ARTICLE III, SECTION 1D)

An Executive Director, who shall be appointed by the Board of Directors and shall be authorized to administer all policies as prescribed by the Board of Directors. (1985) (1992) (2012) (ARTICLE III, SECTION 1E)

The Executive Director shall not have voting privileges. (1985) (1992) (ARTICLE III, SECTION 1E)

- 6: ***The above officers shall constitute the Executive Board.*** (1996) (ARTICLE III, SECTION 1F)

The Executive Board shall be charged with the administration of the affairs of the Association during the time between meetings of the Board. The purpose of the Executive Board is to provide a team leadership effort to increase the productivity of Board meetings and to allow for long range planning for the direction of the organization.

The Executive Board usually meets prior to the regularly scheduled Board meetings. The Executive Board shall meet at the call of the president if necessary. Input from Directors is always welcome.

1.102 The Duties

- 1: ***The President shall be the executive officer of the Association and shall preside over all meetings. The President shall be an ex-officio member of all committees and shall***

perform such other duties as usually pertain to the office of President. (ARTICLE III, SECTION 2A)

- 2: **The Vice-President shall assume the duties and responsibilities of the President in his or her absence and shall assume all other duties that usually pertain to the office or may be assigned the President or the Board of Directors.** (ARTICLE III, SECTION 2B)
- 3: **The Past-President shall advise the officers, install incoming officers and perform such duties as assigned by the president. In the absence of the immediate past president, any past president may assume the duties.** (1996) (ARTICLE III, SECTION 2C)
- 4: **The Fiscal Agent shall oversee association financial activities and shall report those activities to the Board.** (2012) (ARTICLE III, SECTION 2D)

1.2 Board of Directors

1.201 Board of Directors

The Membership of the Board of Directors shall include at least one member from a first class school district, and at least one member from a second class district. In the event no candidate is offered from a classification of districts, an additional director(s) will be appointed at large by the Board from the class not represented. (ARTICLE IV SECTION 1A)

The Board of Directors shall consist of the President, the Vice President, the Fiscal Agent, the Past President, and one Director from each of the six geographical areas outlined as follows.

- **Region 1: Consisting of the following counties: Lincoln, Flathead, Sanders, Lake, Mineral, Missoula, Granite, and Ravalli.**
- **Region 2: Consisting of the following counties: Glacier, Toole, Pondera, Teton, Chouteau, Cascade, Judith Basin, Liberty, Hill, and Blaine.**
- **Region 3: Consisting of the following counties: Phillips, Valley, Daniels, Sheridan, Richland and Roosevelt.**
- **Region 4: Consisting of the following counties: Lewis and Clark, Deer Lodge, Powell, Silver Bow, Jefferson, Meagher, Gallatin, Beaverhead, Madison, Broadwater, and Park.**
- **Region 5: Consisting of the following counties: Fergus, Petroleum, Wheatland, Golden Valley, Musselshell, Sweet Grass, Stillwater, Yellowstone, Carbon, and Big Horn.**
- **Region 6: Consisting of the following counties: Garfield, McCone, Dawson, Prairie, Wibaux, Treasure, Rosebud, Custer, Fallon, Powder River, and Carter.**
(ARTICLE IV SECTION 2)

Five members of the board of Directors shall constitute a quorum. (ARTICLE IV SECTION 3)

Ex-Officio members are non-voting members of the Board, and will include a representative from the Office of Public Instruction (OPI) and Montana Schools Unemployment Program (MSUIP). Additional Ex-Officio members may serve at the pleasure of the board.

Each director is nominated and elected by the members of his region at the annual regional meeting. The term of office is three years beginning on July 1 of the year elected. No Director elected by the membership shall serve in the same capacity for more than two consecutive terms, not including an elected appointee filling the remaining term of a vacancy.

Regional directors shall promote membership in the Association, are required to hold one (1) regional meeting during each fiscal year. The location and program for the regional meetings are the responsibility of the regional director. Every attempt shall be made to schedule the regional workshops to coincide with the budget workshops. Regional directors do not have to pay for attending the regional

meetings nor the fee for lunch, if provided. However others attending the meeting from the regional directors' district do pay.

Regional directors shall recommend resource persons for the annual conference, workshops and new members. Directors shall keep members current on new procedures in the field of school business management. (ARTICLE IV SECTION 5)

New officers and new directors will be recognized at the Annual Meeting, but officially take office on July 1 of the year they are elected.

1.202 Ex-Officio Directors

The Board of Directors may appoint non-voting Ex-Officio directors who are MASBO members and who serve at the pleasure of the board. The term of office upon appointment shall begin July 1. (ARTICLE IV SECTION 6)

1.203 Director/Officer Vacancy

In the case of a vacancy in the office of President, the Vice President shall succeed to that office. All other vacancies shall be filled by election and/or appointment for the unexpired terms except that interim appointments may be made by the Board of Directors to serve until the next election. (2012) (ARTICLE VII SECTION 3)

Regional Directors that have been appointed to fill a vacancy will serve as the Regional Director until the next regional workshop. An election will be conducted at the regional workshop to elect a Director who will fulfill the remainder of the 3-year term of the person who vacated the position, or for a new 3-year term, if applicable.

1.204 Power to Act

The Board of Directors shall be vested with the power to act in the name of the Association between annual conferences on all matters pertaining to the welfare of the organization and its members. The Board of Directors shall be responsible for developing and maintaining a long-range coordinated program of activities to be undertaken by the Association. This program shall serve as a guide to all committees as to the areas of which they are to operate and extent of their operations within any given period of time. (ARTICLE IV SECTION 8)

1.205 Policies and Activities

The Board of Directors shall determine policies and activities of the Association, act on membership status, determine dues, approve budgets, and expenditures, approve all levels of certification and provide general management of the Association. (ARTICLE IV SECTION 7)

1.206 Board Meetings

Regular meetings of the Board of Directors shall be at the call of the president at least four times annually. Regular scheduled meetings will be held at summer conference, MCEL, and at two other times. A special meeting may be called by the President or at the request of at least three (3) members of the Board. Such request must be in writing at least (3) days prior to the date of the meeting and be directed to the President. Members of the Board may participate in any meeting by pre-arranged conference call. Conference calls or email initiated by the President may also be used by the Board of Directors to confer and vote upon an issue of special or emergency matters, provided a quorum (5) of Directors approve the process in lieu of a Board meeting. (ARTICLE IV SECTION 9)

The Board will hold four regular meetings a year to conduct the necessary business of the Association. The meetings will be held in January, February/March/April, June and October. The Board may hold other meetings as necessary, including executive board meetings.

The regular meeting schedule (dates, times, and locations) will be determined by the president in consultation with the Executive Director.

The Executive Director will be responsible for meeting notification, agenda distribution, and all meeting arrangements.

The Board shall examine and evaluate any information a member requests the board to consider, along with taking recommendations from the Executive Director.

Members shall notify the president and/or executive director prior to the meeting if that member plans to submit information on a specific agenda item.

1.207 Methods of Operation

Robert's Rules of Order may be followed in all instances for the operation of Board meetings.
(ARTICLE IX)

1.208 Board Agenda

The Executive Director, in consultation with the President, shall prepare an agenda for each meeting of the Board.

The agenda shall be disseminated to members of the Board at least one week in advance of the meeting, unless unusual circumstances prohibit. Background material on items to be considered at the meeting shall be disseminated with the agenda.

Additional materials concerning the business and operation of the Association may be sent to the Board periodically between the regularly scheduled meetings, as determined by the President and/or Executive Director.

1.209 Minutes

The Board shall take action on the minutes of the previous meeting at the next regularly scheduled meeting by approval as presented or approval as amended. The minutes stand as the official action of the Board on all items that come before the Board.

1.211 Committees

There shall be, appointed by the President, those committees deemed necessary to conduct the affairs of the Association. (ARTICLE V SECTION 1)

It shall be the duty of each committee appointed to perform the duties and to provide a report as prescribed by the President. Committee chairs are encouraged to attend MCEL to meet and report to the Board on committee progress. (1996) (ARTICLE V SECTION 2)

The standing committees will be: Internal Controls, Elections, Payroll, Student Activities, and Testing & Certification.

Committees will review all proposals brought by membership and recommend changes to the Board. Each committee will have approximately 3-6 members unless otherwise specified.

The president may appoint special committees as may be necessary.

1.212 Legal Counsel

The use of outside legal services by the Association shall be approved by the Board.

1.213 Election of Officers

The Vice-President shall be elected at the annual meeting by a majority vote of the members in attendance. The President shall call for additional nominations from the floor. The election shall be by secret ballot. If only one individual is nominated for the vice president position, the election will be cancelled and the officer will be appointed by acclamation.

1.214 Policy Development

In keeping with its authorized functions, the Board will adopt policies to carry out the Association's purposes and to ensure orderly operation. The Executive Director will be responsible for implementing the policies of the Board.

1.215 Policy Manual

Policies of the Association will be made available on the MASBO website.

To add, revise, or delete a portion of the policy manual, a Board or policy committee member must contact the President or Executive Director in regard to the change. The change will be presented to the By-law and Policy Committee for their review and recommendation to the MASBO Board.

The Executive Director will be responsible for maintaining the manual and keeping it up-to-date with policy action taken by the Board.

1.216 Representation of Association

The Executive Director will serve as official spokesman for the Association on a day-to-day basis, representing it before the General Assembly and its committees, before various state agencies and commissions, and other public and private bodies. The Association President is the official spokesman for formal occasions. Members of the MASBO staff may be assigned by the Executive Director to represent the Association. Local citizen groups and other local organizations desiring consultation with the Association must channel their requests through the Executive Director.

Chapter Two: ADMINISTRATION

2.0 Executive Director

The Board shall employ an Executive Director who shall serve as the Chief Executive Officer and be responsible for the daily operations of MASBO. The Board shall determine the salary and fringe benefits, prescribe the duties, and fix the term of employment by written contract. The specific duties of the Executive Director will be outlined in a job description for the position as approved by the Board. Said job description shall be attached to the employment contract.

2.1 Administrative Assistant

The Board may employ, after recommendation from the Executive Director, an individual to be the Administrative Assistant. The Executive Director will evaluate the Administrative Assistant each year. The evaluation will be shared with the Board. Either party with fifteen (15) days written notice may terminate services at any date. All employees will be governed by the Montana Dept. of Labor rules and regulations dealing with sick leave, vacation and holidays. Said job description shall be attached to the employment contract.

2.2 Other Administrative Policies

2.201 Endorsements

MASBO and the Executive Director shall neither endorse nor oppose candidates for political elected office, either partisan or nonpartisan, at any level of government. MASBO and the Executive Director shall not take a position on political issues unless they affect the operation or support of public schools.

Under no circumstances will MASBO and the Executive Director endorse or participate in any external program or activity, which conflicts with any MASBO policy.

The Executive Director shall inform the Board of all written requests for MASBO endorsements.

2.202 Office Facilities

The Board will provide facilities for the MASBO offices.

2.203 Use of Association Mailing List/Directory

An Association membership directory will be compiled on an annual basis and disseminated to members.

Under no circumstances will the Association's membership mailing list be released to any individual or organization for political purposes.

2.210 Retirement Eligibility Policy

Upon both (1) attaining the age of 55 and, (2) completing fifteen (15) years cumulatively as an employee of MASBO; a retiree shall be allowed to continue participating in the group health program subject to the limitations of the plan, policy, insurance carrier or trust. Said retirement eligibility will expire when the retiree has reached Medicare or Medicaid eligibility. Said retiree shall pay their health insurance premium.

When health insurance benefit coverage begins and/or stops shall be determined by the insurance carrier, policy, trust or insurance plan or program.

No claim shall be made against MASBO as a result of denial of insurance benefits or coverage by the insurance plan, policy, insurance carrier, trust or administrator.

Chapter Three: DUTIES AND RESPONSIBILITIES OF BOARD

Each member of the Board should be familiar with the latest MASBO bylaws, policies and the resolutions adopted by the membership. New Board Members should study the minutes of the meetings held by the Board during the past year so they will be aware of recent action taken by the Board.

3.1 President:

- 1: Serve as President for a period of two years or until a person is duly elected to succeed this position.
- 2: Preside over all meetings of the organization and be responsible for all activities.
- 3: Appoint members to committees. Give written goals and special instructions to committee chairs and Executive Director.
- 4: Serve as a Liaison member of all committees.
- 5: Attend MASBO Annual Summer Conference.
 - Preside over conference & functions
 - Welcome membership in opening session
 - Presentation of Retirees
 - Presentation of Past Presidents
 - Presentation of Outstanding Business Official
 - Close session with presentations and departing remarks
- 6: Attend MCEL and preside over conference functions as directed by MASBO, MTSBA, MREA and SAM.
- 7: Distribute the Bylaws/Duties and Responsibilities and other pertinent information to MASBO officers.
- 8: Annually evaluate Executive Director.
- 9: Transmit appropriate records and materials to successor.
- 10: Attend Annual ASBO Conference with expenses paid by MASBO. If the President is unable to attend the ASBO Conference then the trip is forfeited.
- 11: Serve as chair of the Executive Board.
- 12: Plans an annual meeting with the Executive Director, and Executive Board to prepare the budget for the coming year.

3.2 Past President:

- 1: Shall serve as an advisor to the President and other officers of the Association.
- 2: Host ASBO representative at the Annual Summer Conference.
- 3: Install incoming officers.
- 4: Perform duties as assigned by the President.
- 5: Encouraged to Attend the Annual ASBO Conference at their own expense.

- 6: Attend an Executive Board meeting to prepare the budget for the coming year.
- 7: Serve as Chair of Bylaws and Policy Committee

3.3 Vice President

- 1: Conduct Board and Organization meetings in the absences of the President.
- 2: Attend MASBO Annual Summer Conference & MCEL Conference.
- 3: Perform other duties as may be delegated by the President.
- 4: Attend the Annual ASBO Conference, MASBO will contribute up to \$1,000.00 to attend. If the Vice President is unable to attend the ASBO Conference then the \$1,000 reimbursement is forfeited.
- 5: Select outgoing President appreciation gift.
- 6: Oversee Mentoring Program
- 7: Attend an Executive Board meeting to prepare the budget for the coming year
- 8: Take minutes of MASBO meetings in the absence of the Executive Director.

3.4 Fiscal Agent

1. Coordinate monthly accounts payable and payroll of MASBO with the Executive Director.
2. Give financial report to the board.
3. Attend an Executive Board meeting to prepare the budget for the coming year.

3.5 Regional Directors

Communication with MASBO Members

Ongoing contact with members in the region is highly encouraged. The Executive Director will provide each Regional Director a list of all MASBO members in their region (name, school district and email address). The MASBO office will notify each Regional Director when there is a change in membership (new clerk or other member in their region, etc.) and will provide email address changes or additions. The Regional Director will update their email database accordingly.

Whenever there is a new Regional Director, the Executive Director will arrange a meeting with the new director and the out-going director to review the Regional Director's duties, planning calendar and any information specific to the region.

A new Regional Director should send a message to all members in their region to introduce him/herself and provide contact information. Send a similar message to new clerks and members, as needed.

MASBO Board Meetings

Regional Directors are expected to attend the following board meetings:

DATE	LOCATION	PARTY RESPONSIBLE FOR TRAVEL COSTS		
		MEALS	MILEAGE REIMB or CAR RENTAL	LODGING
Late January (2 days)	Varies	MASBO	MASBO	MASBO
Late February or mid-March (2 days)	Varies	MASBO	MASBO	MASBO
June (Tuesday, 4:30 – 7:30, prior to summer conference)	Varies	MASBO (dinner only) DISTRICT – all other	DISTRICT	DISTRICT
October (Wednesday morning, 10:00 – 12:30, prior to MCEL pre-conference sessions)	Varies	MASBO (lunch only) DISTRICT – all other	DISTRICT	DISTRICT

The MASBO office will make room reservations for board members, and will issue a travel reimbursement check for mileage or car rental and meal reimbursement expense requests while the board member is in a travel status for the January and February/March meetings. Reimbursement for car rental will not exceed the amount otherwise paid for mileage reimbursement.

The MASBO Office will send a board meeting packet a week prior to each meeting. Come to each meeting prepared to participate in discussions and vote on MASBO issues that require board action, and to give a brief, verbal report of regional activities and/or concerns.

Annual Spring Workshops

One of the Regional Director's duties is to present comprehensive educational programs that contribute to the professional development of MASBO's diverse membership. MASBO Directors are expected to contribute to the professional growth of the members in their region by having a spring (regional) workshop.

Regional Directors should take the following steps in planning the workshop and coordinate the details with the MASBO office. MASBO pays for the meeting room costs, refreshments, lunch and supplies. The MASBO office creates the online registration form, invoices and collects the registration fees, provides a sign-in sheet, name badges, certificates of completion, evaluations forms, projector or other supplies for each workshop and promotes the workshops in newsletters and other communications. The Executive Director is encouraged to attend each workshop to assist with the business meeting and/or give a presentation, if requested.

- Determine a date and location for the workshop
 - Gather information on the venue (hotel or other site) availability, meeting room charge, if any, lodging costs and menus for breaks and lunch. To save time, the MASBO office can gather and compile this information, then give it to the Regional Director for decision making.
 - The MASBO office will post registration on the website and notify the membership that registration is open. The following information is needed for each regional workshop:
 - Date and time frame (i.e., beginning and ending time).
 - Location (name of venue, address, phone number).
 - Hotel name, address, phone number and special code for booking room reservations and lodging costs per night. If the workshop is not being held at a hotel, try to make arrangements with a nearby hotel for attendees who may need a room overnight.

- Develop an agenda
 - Ask members within the region for ideas on what topics are important or interesting to them.
 - Consult with other Regional Directors, MASBO Executive Director or OPI to gain ideas for topics.
 - In planning the agenda, allow at least 15 minutes for a MASBO Business Meeting.
 - Introduce the Executive Director or other board members present at the meeting.
 - If conducting an election for regional director, announce any nominations and then ask for nominations from the floor.
 - Remind region members about Outstanding Business Official nominations and deadline.
 - Provide dates, location and theme of the annual summer conference.
 - Inform members of proposed bylaws changes, if any, that they may be voting on at the summer conference.
 - Ask for nominations for MASBO Vice-President, if needed.
 - Ask if anyone plans to retire by June 30 (for recognition at summer conference).
 - Allow about an hour for lunch, which is provided by MASBO.
 - Allow for breaks, usually 10-15 minutes each, in the morning and afternoon.
 - Secure Presenters
 - Contact potential presenter(s) with the date and location of the workshop.
 - Determine the timing for each presentation, i.e., when and how much time is needed.
 - Ask for a session title and brief description.
 - Ask if there are any equipment needs, such as projector, microphone, etc.
 - Send a copy of the final agenda to the following as soon as possible:
 - MASBO office (for posting on the website).
 - All members in the region.
 - To each presenter.

- Finalize arrangements with venue
 - Determine and order lunch and refreshments for breaks.
 - Determine and order room set up (usually classroom style) and equipment needs.

- Once a venue is chosen, the Regional Director should be listed as a contact on the agreement with the hotel or meeting site. The contract for services and payment should be between MASBO and the hotel.
- Prior to the workshop
 - The MASBO office will send periodic updates on the number of pre-registrants.
 - Send reminders to members who haven't registered yet.
 - Touch base with each presenter about a week prior to the workshop.
- Conduct the workshop
 - Get pre-registration numbers from the MASBO office.
 - Make enough copies of the agenda for all attendees.
 - The MASBO office will provide a sign-up sheet, name badges, certificates of completion, evaluation forms and a projector (if needed).
 - Welcome attendees to the workshop and review the agenda for the day.
 - Distribute certificates of completion and evaluation forms to attendees.
 - Thank everyone for attending the workshop.
 - Return sign-in sheets and evaluations to the MASBO office.

The spring regional workshop registration fee is waived for the Regional Director. Travel costs (lodging, meals while in a travel status and mileage reimbursement or car rental) will be paid for by the Regional Director's school district.

MASBO Monthly Newsletter

- Read the newsletter.
- Be on the lookout for applicable newsletter articles or topics of interest to the MASBO membership and submit to the MASBO office.
- Consider writing an article for the MASBO newsletter.

3.6 Ex-Officio Directors:

The purpose of having Ex-Officio Directors is to maintain open communication with external organizations as their action has an impact on the business official in the school district.

Ex-Officio Directors are appointed as a non-voting board member by the MASBO Board of Directors for a term of three years, unless external circumstances warrant differently. Ex-Officio Directors must be MASBO members and represent the office or association represented.

The Ex-Officio Director should be willing to assume the duties and responsibilities assigned, either as a member of a special committee or other work assignments.

The Ex-Officio Director shall keep the Executive Director informed of any information that will be helpful in maintaining good public relations, open communications with the membership, and items to be published in MASBO Newsletter.

3.7 Workshops and Conferences:

3.701 MASBO Summer Conference:

Encourage attendance at the MASBO Summer Conference by all members, and any other interested school or county personnel. This conference offers outstanding opportunities for business officials to upgrade their management skills, become more informed on timely topics of interest and network with other MASBO members. The format of the conference can vary each

year but always includes seminars, workshops or clinic tables which address current issues appealing to school business administrators and supervisors with district-wide responsibilities in the broad area of school business management. It also includes various vendor exhibits where information on new products can be obtained and comparisons made.

3.702 Montana Conference of Education Leadership (MCEL):

All members are invited to this annual fall meeting. This conference is sponsored by the Montana School Boards Association (MTSBA), School Administrators of Montana (SAM), Montana Rural Education Association (MREA) and MASBO. This conference is only open to members of one of the sponsoring organizations. The Regional director's expenses are paid by their school district unless the Director is only attending the MASBO board meeting.

The purpose of this Conference is to provide timely education on pertinent subject areas that are of interest to MASBO and its affiliated associations and committee's members. It provides a forum to exchange ideas and suggestions, discuss common problems. This conference also allows for organization meetings and special presentations.

Since the conference is sponsored by four different organizations, the revenue and expenses are shared.

3.703 Other Workshops

With Board approval, MASBO can sponsor a series of workshops to address specific needs of school business officials at all levels, to reinforce basic skills, to review emerging issues and to promote planning and budgeting of resources to achieve desired results and accountability. These optional workshops can be offered at several locations across the state.

3.8 Committee Chairperson and members:

- 1: If requested, prepare and present a written or oral report during the business meeting of the annual summer conference or MCEL meeting.
- 2: Assist Regional Directors whenever possible on issues assigned to the Committee. Assistance may include acting as a consultant or presenter.
- 3: Assist with Summer Conference whenever possible on issues assigned to the committee as a consultant or presenter.
- 4: Expenditures must have prior approval from the Executive Director for expenses incurred.
- 5: Committee Chair or member must be an active MASBO member.

MASBO members are encouraged to notify the Committee Chairperson of their interest in a particular committee or issue.

Existing Committees:

- Elections – Update current MASBO elections manual after legislature session. Prepare articles for monthly newsletter.
- Payroll – Write updates for newsletter, maintain payroll manual.
- Testing & Certification - Update test and make sure questions are in published curriculum and maintain manuals as applicable.
- Student Activities – Write updates for newsletter, maintain student activity manual.
- Internal Controls Committee- Write updates for newsletter, maintain manual.

Chapter Four: FISCAL MANAGEMENT

4.0 Accounting

4.001 Accounting and Reporting

Each month the Executive Director will prepare a monthly bank balance and financial statement for review and approval by the Fiscal Agent. The Fiscal Agent will report at each regular meeting of the Board on the financial affairs of the Association.

4.002 Audit/Financial Review

The Board shall engage a CPA to annually review the Association's finances and expenses.

4.003 Expenditure Approval

The Board requires the joint approval of the Executive Director and Fiscal Agent for any expenditures exceeding \$5,000.00.

4.004 Bonded Employees

The Board shall require bonding for the Fiscal Agent, Executive Director, the assistant and any other employee(s) deemed necessary.

4.005 Fiscal Year

The fiscal year for the Association is July 1 through June 30.

(ARTICLE I SECTION 4)

4.006 Budget

The Executive Board and Executive Director will create the proposed budget.

The budget for the ensuing fiscal year shall be adopted no later than the June board meeting. The power to approve alterations in the budget shall rest with the Board.

4.007 Depository of Funds

The Board will name a bank to serve as depository of Association funds. Receipts will be deposited in a timely manner, at least weekly.

4.1 Revenue

4.101 Dues Structure

To meet the expenses to carry on the programs of the Association, an annual membership fee shall be determined by the Board. (REFERENCE: ARTICLE VIII SECTION 2)

Current dues structure:

Active:

1 st Member from District	\$150
2 nd or subsequent members	\$100

Stand Alone Elementary (enrollment of 100 students or less):

1 st Member from District	\$75
2 nd member from same District	\$60

Associate Members: \$60

(OPI, County Superintendents, County Treasurers, School Trustees, faculty members & students)

Special Entity Membership	\$50
Life Members: (one time fee, all future dues waived)	\$2,000
Emeritus Member	\$10
Vendor	\$150 (effective FY2017)

4.102 Payment of Dues

All dues are payable July 1. Members and representatives names will be removed from the MASBO membership list and years of consecutive service will be lost if dues are not paid by September 30. Dues may also be paid with the summer conference registration.

4.103 Revenue from Non-Dues Sources

The Board and/or Executive Director will make efforts to explore revenue sources other than membership dues.

The Board of Directors is authorized to charge a registration fee for the workshops, annual, or special conference when in its judgment such fee is necessary to cover the cost of the conferences and MASBO expenses. (1996) (ARTICLE VIII SECTION 3)

4.104 Investments

This investment policy applies to all financial assets of MASBO. These funds are accounted for in the audited annual financial reports.

Safety of principal is the foremost objective. Second only to meeting this objective, is the goal of maximizing return on approved types of investments that meet the preservation of capital criterion. Finally, the timing and term of any MASBO investment must be fully compatible with liquidity requirements of discharging all MASBO financial obligations as they come due.

The Executive Director and Fiscal Agent are delegated authority to make all investment decisions within the parameters of this policy statement. With the Board's concurrence and supervision, the executive director is authorized to carry out details of the investment program such as researching the best available investment opportunities, contacting investment advisers, arranging for necessary actions associated with a well-managed investment program. Investments should be made with judgement and with care appropriate for prevailing circumstances. Safety of capital will always be the paramount consideration. All involved in the investment process should refrain from any actual or apparent conflict of interest between MASBO investment activities and personal activities.

The executive director will establish and follow appropriate internal control procedures and will be subject to review by the MASBO independent auditor. The executive director will prepare quarterly reports to the Board on current MASBO investments. The reports will reflect the type of investment, term, rate/yield, and issuing activity.

Although selection of a specific investment instrument is a function of the executive director, such selections will meet criteria and be confined to types of investment instruments enumerated below:

- United States Treasury securities with a maturity of less than three years;
- Securities issued or guaranteed by agencies of the United States government with a maturity of three years or less;
- 100% Federally Insured Certificates of Deposit at commercial banks or savings and loan institutions with a maturity of three years or less;
- Certificates of Deposit collateralized by U.S. Government Securities with collateral valued at 110% of the CD and marked to the market at least monthly;

- Money market mutual funds whose portfolio consists of U. S. government securities or broadly diversified money market instruments which maintain a net asset of value of \$1.00.

4.2 Expenses

4.201 Expense Reimbursements

Expenses incurred by the MASBO Board members, Executive Director and staff as a result of acting on behalf of the Association will be reimbursed upon approval of the Executive Director when a properly executed claim with receipts for reimbursement is filed with the Association. All travel expenses must be for official MASBO business. Meals (to include gratuity), hotel, and transportation carrier will be reimbursed at actual cost. All travel expenses for officers/directors/committee members may be reimbursed as incurred. Travel in personal automobile will be reimbursed at a mileage rate set by the State unless a rental car is used. Reimbursement for a rental car will not exceed the amount otherwise paid for a mileage reimbursement. Questions on any expense reimbursement will be directed to the Executive Director and if necessary then to the Association President.

4.202 Association Procurement Cards (P-Cards)

The Executive Director is authorized by the Board to secure a P-card for Association use. Receipts for all P-card transactions will be attached to the travel claim or P-card bill for audit purposes.

4.203 MASBO Annual Meeting

It is the obligation of Association members and representatives attending the Annual Meeting to pay registration fees and their own expenses. The Association pays the appropriate business expenses of the MASBO Executive Director and staff for the Annual Meeting.

4.204 MASBO Regional Meetings

Appropriate business expenses incurred by regional directors in connection with MASBO regional meetings will be reimbursed by the Association. Appropriate business expenses include speaker travel, speaker meal, postage for regional mailings, etc. Regional Directors shall not pay registration to attend their regional workshop.

4.205 ASBO International Dues

The Association will provide membership in ASBO International each year for the Executive Director.

4.206 ASBO International Annual Meeting

Executive Director: The Association will pay the Executive Director's business expenses for the Association of School Business Officials International Annual Meeting. The expenses include registration fees, lodging, transportation, and other appropriate business expenses incurred as a result of their assignment.

President: The Association will pay the President's expenses for the ASBO International Meeting. The expenses include registration fees, lodging, transportation, and other appropriate business expenses incurred as a result of their assignment.

Vice President: The Association will pay the Vice President's expenses up to \$1,000.00. The expenses include registration fees, lodging, transportation, and other appropriate business expenses incurred as a result of their assignment.

4.207 Leadership and Other Professional Development Opportunities

The Association will pay the expenses for individuals to represent the Association at selected professional development trainings, at the discretion of the board.

4.208 Engagement of Services for Meetings/Workshops

Speakers, panelists, and workshop leaders from outside the Association and not from an organization cosponsoring a meeting with MASBO may be paid a stipend in addition to expenses. Members of the Association participating in Association meetings (seminars, Annual meeting, regional meetings, etc) as speakers, presenters, panelists, or workshop leaders will not be given a stipend unless specified by the board.

4.209 Payment Procedures

The Association's Executive Director and Fiscal Agent are jointly authorized to approve bills for payment and sign checks.

4.210 Purchasing of Goods and Services

The Executive Director and Fiscal Agent are authorized to purchase goods and services in accordance with the budget. Leasing arrangements shall be approved by the Executive Board.

Chapter Five: PROGRAMS AND SERVICES

5.0 Programs and Services

The Executive Director, assisted by the Association staff and Board, will investigate and develop services needed by the membership that may be provided by the Association.

New services and significant changes in services will be approved by the Board before implementation of such services and changes.

5.1 Programs

5.101 Annual Meeting

An Annual Meeting for the discussion of timely educational topics shall be held at a time fixed by the Board. ***There shall be an annual summer conference of the Association at such time and place as shall be determined by the Board of Directors.*** (1996) (ARTICLE VI SECTION 1)

The Board will determine the Annual Meeting format which can vary each year but always includes seminars, workshops or clinic tables which address current issues appealing to school business administrators, school secretaries and supervisors with district-wide responsibilities in the broad area of school business management. The board will also schedule and select the keynote speaker, entertainment and activities.

Vendors exhibits will also be included where information on new products can be obtained and comparisons made.

Invited guests to the Annual Meeting will include: ASBO representative. For these guests, registration fees, and meal and housing costs will be waived. Complimentary registration shall be honored to OPI Staff. Complimentary registration and meals shall be honored to all MASBO retirees and Out-of-State Affiliate Officers.

5.102 Annual Corporation Meeting

The annual corporation meeting will be held at a designated time and place during the annual summer conference. Officers shall be installed at this conference. (1996) (ARTICLE VI SECTION 2)

5.103 Montana Conference of Educational Leadership (MCEL)

The Board of Directors shall meet and confer with committee chairs and/or their designees. (ARTICLE VI SECTION 3)

5.104 Special Conferences

The Board of Directors shall be vested with the power to call special conferences of the Association and to designate the date, time, and place of any such conference, together with the reason for calling such a special conference. (ARTICLE VI SECTION 4)

5.105 Professional Development Workshops

The Association will sponsor professional development seminars/workshops on special topics and issues. Such meetings will be conducted on a regional basis or at a central location. The Executive Director, with approval from the Executive Board, may pay stipends for full day workshops up to \$250 per workshop per presenter if warranted and the presenter is not receiving compensation from their employer for the same period. However, if the recipient is a board member then it is to be approved by the full board.

5.106 Regional Meetings

The program format and content of MASBO regional meetings will be developed and carried out by the director of each region. The Regional Director may request assistance from the Executive Director for program content.

5.107 No Shows at MASBO Functions

Individuals who register but do not attend MASBO functions (seminars, Annual Meeting, etc.), must pay the no show fee unless the MASBO office is notified in writing by the due date designated on the registration materials. If an individual must cancel their registration after the due date because of legitimate reasons (illness, personal problems, etc.), the registration fee may be waived. All cancellations must be in writing (including emails and faxes). The Executive Director will determine a waiver of the fees on a case by case basis.

5.2 Services

5.201 Legislative Services

The purpose of MASBO legislative services is to promote and encourage any legislation which is necessary for the achievement of the Organizations' objectives. (2007)

5.202 Publications

Members and representatives of the Association may receive the Association's publications. These include, but are not limited to: the Association newsletter, and the membership directory. The Association's newsletter will be posted on the MASBO website and the members will be notified by the MASBO office that the newsletter has been posted. The Membership directory will be disseminated by October 31 of each membership year. Cost for these publications will be paid by the membership.

Members and representatives will receive all notices of Association seminars and the Annual Meeting via e-mail.

5.203 MASBO Website

The Association will create and maintain a website to provide information for members and others interested in school business management issues. The Executive Director will be responsible for the day-to-day maintenance of the website.

5.204 MASBO Email System

The Executive Director will provide timely information to the membership via an electronic mail system. The Executive Director will maintain the list of email addresses.