

**Texas Association of School Business Officials**

**Affiliate Officers Handbook  
2011**

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# 2011-12 TASBO Board of Directors

## Officers

### **President**

**Frankie Jackson, RTSBA**  
Goose Creek ISD

### **President Elect**

**David Garcia, RTSBA**  
Midland ISD

### **Vice President**

**Deborah Ottmers, CPA, RTSBA**  
Fredericksburg ISD

### **Immediate Past President**

**Becky Estrada, RTSBA**  
Lackland ISD

## Directors

**Michael Ball, RTSBA, CPA**  
Galena Park ISD

**Lindy Finley, RTSBA**  
Jacksonville ISD

**Alan King, RTSBA, CPA**  
Dallas ISD

**Kelly Penny, RTSBA**  
Coppell ISD

**Staci Robertson**  
Stamford ISD

**Karen Smith, RTSBA, CPA**  
Cypress-Fairbanks ISD

**Mark Tarpley, RTSBA, CPA**  
Allen ISD

**James Terry, CTSBO, CPA**  
North East ISD

**Karen Wiesman, RTSBA, CPA, Ed.D.**  
Region 2 ESC

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**Gwen Santiago, CAE, CTSBA, RSBA**  
TASBO Executive Director

# About TASBO

The Texas Association of School Business Officials (TASBO) is an independent, not-for-profit professional association dedicated to improving the knowledge and skills of its members and school business practices in Texas. TASBO is one of the state and province affiliates of the Association of School Business Officials International (ASBO) which serves members from the United States, Canada, and more than 20 other nations.

Established in 1946, TASBO began as a forum for exchanging ideas and sharing information about school business operations in Texas. In the early years, TASBO was operated by volunteers throughout the state, but as the Association's membership and needs grew, a center of operations was founded in Austin in 1986.

Currently, TASBO has approximately 5,600 members and 30 affiliates, representing more than 900 school districts in Texas. Its annual operating budget for 2010-11 is approximately \$4.1 million. For financial reporting purposes, TASBO is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

The Association operates under the leadership of an executive director and the guidance of a nine-member Board of Directors and four Officers, all veteran school business and operations administrators. There are 16 staff members employed at the Austin headquarters.

In addition to disseminating data and a wealth of ideas and information to its members, TASBO works closely with other professional, governmental, and business groups to initiate and assist with programs that enhance the knowledge and competence of school business executives. As a professional association, TASBO also develops and presents education workshops and training sessions to ensure the highest standards of school business management practices, ethics, and professional growth.

# TASBO Mission

*THE trusted resource for school business and operations.*

## Values

The TASBO leadership and staff are guided in their duties by these principles:

- Supporting student needs.
- Focusing on members first.
- Maintaining ethics, integrity and accountability.
- Leading and managing with innovation and transparency.
- Collaborating with education partners.

## Objectives

### **Customer Satisfaction and Service**

Providing benefits and services to the network of members in school business and operations.

### **Knowledge and Resource Center**

Delivering relevant services to enhance members' knowledge to help them excel in job performance with efficiency and effectiveness.

### **Public Awareness**

Enhancing awareness of the value of business and operations roles as an integral part of public education.

### **The Model Association**

Maintaining a model association to serve the profession and membership.

*Updated by TASBO Board of Directors at June 2010 meeting*

# Best Practices for Successful Meetings

The President's responsibilities as presiding officer at a meeting will be about the same, with appropriate adaptations, regardless of the size of the affiliate organization. These management techniques and tips may be useful to Affiliate Presidents as they undertake the duties of office:

1. Prepare an agenda and be thoroughly familiar with every item on it. Digress from the agenda only to cover emergency or unforeseen situations.
2. Begin and adjourn each meeting on time.
3. Conduct each meeting in a firm, friendly, and orderly procedure and style, using a gavel only when necessary.
4. Maintain a sense of humor.
5. Give each member adequate time to speak, but tactfully cut him or her off when necessary without losing the member's support of the meeting.
6. Keep abreast of current issues at all TASBO levels.
7. Be well-versed in parliamentary procedure. (Appointing the Immediate Past President as official Parliamentarian often works well.)
8. Devote sufficient time, thought and study to proposed actions.
9. Recognize that one of the first danger signals to an elected officer is hearing yourself talking during discussion — to the point of dominance — thus destroying the enthusiasm and initiative of fellow members.
10. Call on TASBO staff for assistance.

TASBO recommends that affiliates follow these suggested guidelines for meetings.

1. Hold a meeting during every calendar month except perhaps December and July.
2. Plan a program for each meeting that is informative and provides a professional growth experience.
3. Invite either the TASBO President, Executive Director and/or Associate Executive Director to at least one meeting a year.
4. Each year, a Board Liaison is appointed to each affiliate to facilitate communications between the affiliate and the board of directors. After the Annual Conference, TASBO will notify affiliates of their Board Liaison. It is suggested that this individual be invited to attend one of the meetings during the year.
5. Meetings should be held on the same day of each month and at the same time when possible.
6. Affiliates may want to require a membership fee or develop at least one fundraising activity each year to support affiliate activities.

# Continuing Education Credit

All TASBO affiliates are approved providers of continuing education for TASBO certification. In addition to any workshops or seminars the affiliate may offer, affiliate meetings also qualify for continuing education hours provided an educational program is presented. After attendance at an event, certified individuals must complete a Continuing Education Attendance Report (see following page) and send it to the TASBO office. The affiliate may want to assign a person to collect these forms and send them to TASBO on behalf of the affiliate members.

| <b><u>Sponsor ID #</u></b> | <b><u>Affiliate</u></b>                                              |
|----------------------------|----------------------------------------------------------------------|
| 132                        | Alamo Area ASBO                                                      |
| 312                        | Alamo Area School Maintenance, Operations & Construction Association |
| 275                        | Big Country TASBO                                                    |
| 133                        | Capital Area TASBO                                                   |
| 342                        | Capital Area Maintenance and Operations                              |
| 134                        | Central Texas TASBO                                                  |
| 222                        | Coastal Bend TASBO                                                   |
| 276                        | Coastal Bend Maintenance & Operations TASBO                          |
| 277                        | Crossroads Area TASBO                                                |
| 135                        | DFW Metroplex TASBO                                                  |
| 136                        | East Texas TASBO                                                     |
| 228                        | El Paso Area TASBO                                                   |
| 137                        | Gulf Coast TASBO                                                     |
| 244                        | Gulf Coast Maintenance TASBO                                         |
| 340                        | Hill Country M&O                                                     |
| 274                        | North Texas Maintenance & Operations TASBO                           |
| 324                        | North Texas Purchasing & Supply TASBO                                |
| 226                        | Northeast Texas TASBO                                                |
| 138                        | Panhandle Area TASBO                                                 |
| 139                        | Permian Basin TASBO                                                  |
| 251                        | Red River Area TASBO                                                 |
| 140                        | Region VI TASBO                                                      |
| 329                        | Region VI TASBO Maintenance & Operations                             |
| 221                        | Region XV TASBO                                                      |
| 142                        | Southeast Texas TASBO                                                |
| 143                        | South Plains Area TASBO                                              |
| 339                        | South Texas Association of School Maintenance Officials              |
| 343                        | Texas Integrated Pest Management Affiliate for Public Schools        |
| 141                        | Valley Association of SBO                                            |



TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

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*Continuing Education Attendance Report  
for events sponsored by TASBO-approved providers  
(For Certified Members Only)*

A report of attendance of continuing education credit hours applicable to the certification program of the Texas Association of School Business Officials. This form must be turned in to the TASBO Certification Department for credit to be posted.

**Name** \_\_\_\_\_

**TASBO ID Number** \_\_\_\_\_

**Activity attended** \_\_\_\_\_

**Instructor or presenter** \_\_\_\_\_

**Date(s) of attendance** \_\_\_\_\_

**Total Continuing Education Credit Hours** \_\_\_\_\_

*(Attendance of 50 minutes minimum is required for each one hour)*

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Sponsor Identification Number

*Copies of attendance forms must be retained by the certified TASBO member for three years.*

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2538 S. Congress ♦ Austin TX 78704 ♦ 1-800-338-6531/512-462-1711 ♦ fax 512-462-1782

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# Duties of Affiliate Officers

JOB TITLE: Affiliate Leaders

DATE: April 2011

## PRIMARY PURPOSE:

Presidents or Chairs of TASBO Affiliate groups are expected to be innovative leaders, expert presiding officers, proficient administrators of membership programs, and knowledgeable communicators at the local level.

## QUALIFICATIONS:

1. Must be a member of TASBO
2. Must follow the TASBO Code of Ethics and Standards of Conduct

## MAJOR RESPONSIBILITIES AND DUTIES:

1. Take initiative in presiding over your affiliate.
2. Understand and use parliamentary procedures effectively.
3. Build affiliate membership and promote membership in TASBO and ASBO International.
4. Carry primary responsibility for planning.
5. Set organizational objectives that are realistic and measurable and develop short and long-term goals to reflect member needs. Evaluate programs based on the degree to which they achieved those objectives.
6. Establish a meeting calendar for the year and coordinate events with TASBO.
7. Assume fiscal responsibility for the affiliate.
8. Work with affiliate officers to generate ideas and program strategies.
9. Act as the primary contact with TASBO headquarters.
10. Distribute information received from TASBO headquarters to all affiliate members.
11. Attend the annual TASBO Leadership Academy.
12. Bear in mind that membership is the lifeblood of an association, and you must get association work done through the efforts of others. The larger the number of members, the greater the potential for getting things done.
13. Be generous in giving all deserved recognition to members for jobs well done.
14. File Annual Public Information Report with Texas Comptroller's Office.\
15. File required 990 Report with the Internal Revenue Service on an Annual Basis.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that the Association may expect of its affiliate leaders.

# TASBO Programs & Services

TASBO and its Affiliates provide members with great learning experiences by providing an arena for school business and operations officials to meet and exchange ideas. These include:

**Mailing Lists** - A list of TASBO members, by region, is available to affiliate officers at any time. This information may be used as you solicit members for your local affiliate.

**Membership Directory** - All members, particularly affiliate presidents, should utilize the online directory at <http://members.tasbo.org>.

**TASBO's Annual Conference and Exhibits** - The conference includes numerous professional development opportunities, including certification courses, educational sessions, exhibit hall viewing, committee meetings and networking events.

**Education Program** - TASBO's voluntary certification program offers year-round training and encourages professional development for members as well as nonmembers. Certification provides school business and operations officials with a level of respect and recognition among their peers, along with a more competitive edge in the job market. TASBO also offers year-round workshops and academies throughout the state, and offers webinars.

**Magazine/E-Newsletter** - All members receive a subscription to the *TASBO Report* on a quarterly basis and the *TASBO Update* E-Newsletter, which is a valuable source of up-to-date information on current topics and events.

**TASBO Foundation Dr. Ed L. West Scholarship** - This annual scholarship program awards renewable grants to practicing school business or operations employees pursuing a degree in school business. Due date for applications is May 1.

**Awards and Recognition** - TASBO offers the following programs to provide recognition for members' achievements and advancements.

***Commitment to Excellence*** - This annual award is the highest honor bestowed on TASBO members by their peers. Each affiliate may nominate one member who meets the following requirements. All nomination questionnaires, resumes and letters must be received at TASBO headquarters by November 1st at 5:00 p.m. of the year preceding the Annual Conference when the award will be presented. Complete rules and regulations can be found at [www.tasbo.org](http://www.tasbo.org).

***Above & Beyond Award*** - The Board of Directors created this program so TASBO members could recognize other members for service above and beyond their regular job responsibilities on behalf of their school district, their community or TASBO as demonstrated through specific actions. The Above and Beyond program is not a competition; it is designed to recognize any and all members who have gone above the call of duty. Nominations are accepted and reviewed throughout the year.

**Award of Merit for Purchasing Operations** - This award program provides recognition to school districts that are committed to following professional standards in the acquisition of goods and services.

Performance Excellence Program (TASBO PEP) - Recognizes performance excellence in the Texas public school system. The TASBO PEP award program is modeled on the 2009-2010 Education Criteria for Performance Excellence, the Baldrige National Quality Program at the National Institute of Standards and Technology.

**Research Committees** - Committees serve as a training ground for future TASBO and affiliate leaders. All members are encouraged to become active in a committee in their area of specialization.

**TASBO Website** - In addition to detailed information on the TASBO services listed above, the following features can be found at [www.tasbo.org](http://www.tasbo.org).

- **Members-Only Section** - Members can register online for TASBO training, view and print transcripts search the online membership directory.
- **Training Calendar** - The most-up-to-date listing of TASBO training opportunities.
- **Job Posting Service** - If you are seeking employment or want to post an opening, this service is available for school business and support service positions.
- **ISAACC** - The Indicator System to Analyze and Assess the Components and Competencies of School Business Offices is a free, confidential assessment tool to assess school business procedures in your district.
- **Master Calendar** - This compilation of checklists will help you keep up with various business office deadlines.
- **Past Issues** of the TASBO Report
- **Listings** of TASBO leadership, committee chairs, affiliate presidents and staff contacts.
- **Business News** - Provides news and updates related to school business & operations.

myTASBO - Best Practices, access Group Pages/Discussion Forums, Member matching and much more. Please note that each affiliate can moderate their own group page.

**Interim Business Officers Listing** - TASBO maintains a list of retired business officials who can serve in interim positions.

**Educators Professional Liability Insurance** - Offered to active members employed at school districts, educators professional liability insurance provides coverage for claims for damages arising out of a member's duties as a professional educator, including defense costs. This runs concurrent with member's membership year.

**eFACTS+** - FACTS is an acronym for Financial Analysis and Comparison of Texas Schools. eFACTS+ is the enhanced version of FACTS database, allowing multi-dimensional OLAP (On Line Analytical Processing) functionality and web-accessibility.

**Management Reviews and Consulting Services** - TASBO consultants have the expertise to help your local school districts answer critical management and financial questions.

- Management Reviews - On-site team of consultants can identify the strengths and weaknesses of school business operations and/or selected district services.
- Research Services - Our consultants can help districts analyze their financial performance, create a comparative report, or produce a whitepaper on public policy issues.
- State Funding - Whether verification of state aid calculations or a training session for the Board of Trustees on how state funding works is needed, TASBO can provide the expertise.

**Legislative Pipeline Service** - In cooperation with Moak, Casey & Associates, LLP, TASBO provides subscribers of the Legislative Pipeline Service with detailed analytical information regarding potential effects of legislative actions.

# TASBO Leadership Academy

The Leadership Academy is a mutually-beneficial, annual gathering that brings together the elected leaders of affiliates, past presidents of TASBO, research committee leaders, the Board of Directors, and key TASBO staff. The purpose of the Annual Leadership Academy is to provide leadership training and enhance communications between TASBO, its affiliated associations, and its committees. The Academy provides a forum for exchanging ideas and suggestions, discussing common concerns, networking with professional colleagues, and setting priorities. Also, the Academy is designed to give participants up-to-date information they can use to enhance individual performance.

## **Who Should Participate?**

All TASBO members are welcome to attend; however, the event is designed for the leadership of TASBO which includes:

- Members of the Board of Directors
- Affiliate Presidents
- Committee Chairs
- Past Presidents of the TASBO Board
- Designated staff members
- Others as designated by the Executive Director

Spouses are welcome to participate in social activities.

## **Who Prepares the Program?**

TASBO provides the program and speakers. The topics on the program and the speakers change from year to year, based on the needs of the membership in addition to suggestions and recommendations from affiliate and committee leaders.

## **Who Pays the Cost for Participation?**

There is no registration fee for invited guests to attend the Leadership Academy. As a token of appreciation for the time and commitment affiliate presidents, committee chairs and others have made, TASBO will provide meals and pay for the cost of lodging at the contracted hotel. TASBO does not pay for travel expenses. If an affiliate president or committee chair is unable to attend, he or she may designate an alternate to attend.

# TASBO Staff

When you need additional information, phone (512) 462-1711 or email:

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# Affiliation with TASBO

## Preamble

Recognizing that the primary responsibility of the Texas Association of School Business Officials is to its individual members, the Association believes that the development of a strong unified profession of school business administrators requires that there be established a basis of affiliation between the Texas Association of School Business Officials (hereinafter referred to as TASBO) and regional and local groups now in existence or to be organized in the future (referred to as Affiliates). All affiliates must complete affiliation documents with TASBO.

## Criteria

The following criteria are set forth as a basis for affiliation between TASBO and regional or local Affiliates and which are agreed to prior to affiliation.

- A. TASBO sponsors the establishment of Affiliate group membership with the state organization.
- B. TASBO shall require that any articles of incorporation or bylaws of the Affiliate are not in conflict with the goals and objectives of TASBO, and that they include the dissolution clause found in Article VIII of TASBO's articles of incorporation. TASBO also requires that affiliates adopt the same fiscal year as TASBO - Sept 1 through Aug 31.
- C. TASBO encourages and promotes membership in regional or local Affiliates and expects the Affiliates to encourage and promote membership in TASBO.
- D. The geographical boundaries of the proposed regional or local affiliates must be approved by TASBO. The area included within the jurisdiction of one Affiliate should not conflict with another Affiliate. TASBO will approve changes in boundaries as agreed to by any two Affiliates.
- E. TASBO may grant an Affiliate association within a regional association area as may be deemed proper and reasonable.
- F. TASBO shall provide defined services to regional or local Affiliates. The definition of services and activities should be based upon the recommendation of the officers of the Affiliates to the TASBO Board of Directors. The Board of Directors shall adopt, modify or reject such recommendations consistent with the objectives and financial limitations of TASBO. Services provided should include:
  1. Publicize selected activities and programs of Affiliates.
  2. Assist Affiliates in research or gathering information for Affiliate members.
  3. Other such programs and assistance as is deemed mutually agreeable and desirable.
- G. Membership requirements for individuals in Affiliate groups shall be determined by the local affiliate group.
- H. Affiliate groups may use the official logo of TASBO on their stationary and publications with the prior written approval of the TASBO Executive Director or designee. The logo must be accompanied with a designation "an affiliate of" above it. A ready-made logo for this purpose is available upon request.

- I. Because membership in TASBO is professional recognition at the highest level, it shall be the duty of TASBO to establish and maintain qualifications, ethical standards and certification programs for membership in the Association. The Board of Directors of TASBO shall exercise control in these matters over regional or local Affiliates and may revoke affiliation for cause within their jurisdiction.
- J. Each regional or local Affiliate should carry adequate insurance to protect and cover personal liability and property damage that might occur at functions sponsored by the Affiliate.

### **Procedures**

These procedures shall be followed by the regional or local group in order to accomplish affiliation with TASBO:

1. The President or chairperson of each regional or local TASBO Affiliate shall be a member of TASBO at the time the application is filed for affiliation with TASBO. Each succeeding president or chairperson likewise shall be a member of TASBO.
2. Each regional or local TASBO Affiliate, in order to affiliate, shall file a true copy of its organizing document and bylaws with TASBO's Executive Director. Any revision to such documents should be filed with the Executive Director. (Contact TASBO for a model for the organizing document and bylaws.)
3. At the time the regional or local TASBO Affiliate has met the above requirements and is ready to apply for affiliation with TASBO, it shall send TASBO a check in the amount of \$25.00 as an affiliation fee made payable to the Texas Association of School Business Officials, accompanied by a resolution adopted by the regional or local membership assembled, in which it is certified that a majority of the members desire and request the affiliation. Regional groups shall submit an area map with the counties and school districts to be included in their affiliation. Local groups shall submit the names of school districts to be included in their affiliation area.

### **IRS Implications & Compliance**

1. All affiliate organizations should request an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). Also known as a Federal Tax Identification Number, the EIN is a nine-digit number that the IRS assigns to business entities. Among other uses, an EIN is required to open a bank account - do not use an individual's Social Security number for this purpose. To apply for an EIN, go to the IRS website - [www.irs.gov](http://www.irs.gov) and follow instructions for completing the online application. A copy of the EIN document shall be sent to TASBO.
2. All Affiliates will be required to file a 990N (postcard 990) at a minimum. Affiliates that have large fund-raising activities may be required to file a different type of 990 form with the IRS.
3. Affiliates that generate significant amounts of revenue on an annual basis (\$25,000) may wish to request their own 501(c)3 designation through the IRS. Some affiliates have already done so. As an alternative, affiliates may request listing on TASBO's 501(c)3 determination letter from the IRS as subordinate of TASBO. Contact TASBO's Executive Director for advice.

**ARTICLES OF INCORPORATION AND BY-LAWS OF THE insert name of AFFILIATE**  
**Established \_\_\_\_\_(date)**

**ARTICLE I**

The name of the corporation is \_\_\_\_\_.

**ARTICLE II**

The period of its duration is perpetual.

**ARTICLE III**

The purpose or purposes for which the corporation is formed and for which it shall be exclusively administered and operated are to receive, administer, and spend funds for charitable and education purposes, and specifically:

To engage exclusively as an organization to advance educational, scientific, and charitable endeavors within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any subsequent federal tax laws).

To advance education at the elementary, secondary, college, and post-graduate levels.

To better enable the members and the general public to conduct the management of schools at all levels in the planning, reorganizing, coordinating, and improvement thereof for the benefit of the public attendance and the community.

To provide for the public findings of such research and to make same available thereto and to conduct field research experiments in the aforesaid areas for the benefit of those attending schools and the public in general.

To engage in a program of professional education for persons carrying on activities in the field of school administration and/or operations.

To protect the public by promoting the highest standards of ethical conduct by persons carrying on activities in the field of school administration and/or operations.

To promulgate and establish the highest standards of ethics and efficiency in business methods and practices.

To continually develop the standardization and unification of school accounting practices.

To cooperate and work with other professional organizations who are equally dedicated to the public education of our youth.

**ARTICLE IV**

A director or officer is not liable to the corporation or its members for monetary damages for an act or omission in the director's or officer's capacity as a member of the Board of Directors, except for: a breach of a board member's duty of loyalty to the corporation or its members; an act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law; a transaction from which a board member received an improper benefit, whether or not the benefit resolved from an action taken within the scope of the board member office; an act or omission for which liability of a board member is expressly provided for by statute; or an act related to an unlawful payment of a dividend.

**ARTICLE V**

No part of the net earnings or assets of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to reimburse persons who have incurred reasonable and necessary expenses on behalf of the corporation.

**ARTICLE VI**

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation; nor shall the corporation participate in any way in any political campaign. The corporation shall not carry on any activities not permitted by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future federal tax code).

**ARTICLE VII**

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future federal tax code. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE VIII**

The street address of the current registered agent is **List name of President or Chair** and the name of the registered agent at such address is **List address of President or Chair**.

**ARTICLE IX**

The number of directors shall not be less than three (3), and the total number shall be stated in the bylaws. The names and addresses of the current directors (officers) are:

**NAME ADDRESS**

**List directors (officers) and addresses.**

**ARTICLE X**

The name and address of each incorporator is: **List President or Chair of the Affiliate and address**

**EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20XX. (Show date adopted by Affiliate Members)**

**Name of Affiliate**

By: \_\_\_\_\_  
**Name of President or Chair**

**BYLAWS OF THE Name of the Affiliate**  
**Established \_\_\_\_\_(date)**

**SECTION 1 - NAME**

The name of the Affiliate shall be enter name of Affiliate.

**SECTION 2 - MEMBERSHIP**

Membership in the Affiliate shall consist of active, associate, life, student and retired members.

- Active membership shall be open to business officials and school administrators who supervise business activities from public schools, non-public schools, and agencies/organizations that work with public schools, such as state agencies, state boards, state commissions and 501 (c) 3 corporations. This may also include superintendents of schools, and college and university instructors teaching or working in the school business or operations management field. Active members shall be voting members.
- Associate members shall be non-voting members who do not meet the other membership category requirements. This membership category includes vendors who provide goods and services to school districts. Associate members may not serve on the Board of Directors.
- Student members shall be non-voting members who are currently enrolled in a college or university and are currently pursuing an undergraduate or graduate degree in the field of business and/or education.
- Life members shall be approved by the Board of Directors and as qualified by the constitution of the Association. Life members have the same privileges as Active Members, including the right to vote.
- Retired members' category will be available to those TASBO members who have retired from school business management, but do not have the required years of service and/or membership to be considered for Honorary Life Memberships. Retired members shall be voting members.

**SECTION 3 – OFFICERS (The Affiliate must have at least 3 officers who will be considered as the Board of Directors)**

**OFFICERS:** The officers of the Affiliate shall consist of a President or Chair, Vice-President, Secretary and Treasurer. The Officers shall serve for a period of one year beginning September 1 and ending the following Aug 31. (Modify the wording shown here as needed.)

**PRESIDENT:** The President or Chair shall preside at all meetings of the Affiliate. The President shall have general supervision of the affairs of the Affiliate. The president or his designee distributes information received from TASBO headquarters to all affiliate members. The President serves as an advisory liaison to the TASBO Governmental Relations Standing Committee. The President shall ensure that Affiliate members are notified of meeting dates and locations. The President shall appoint all committees not otherwise provided for, and shall be an ex-officio member of all committees.

**VICE-PRESIDENT:** The Vice-President shall exercise all the functions of the President in the absence of the President and shall be responsible for the development presentation of programs presented at the affiliate meetings.

**SECRETARY:** The Secretary shall keep a record of all official correspondence of the Affiliate, serve all necessary notices after the same have been approved by the President, and make a full report of the transactions of the Affiliate at each meeting.

**TREASURER:** The Treasurer shall keep all records of financial transactions of the Affiliate, make all bank deposits in a timely manner, and report the financial status of the Affiliate to the membership on a regular basis. The treasurer is responsible for ensuring that the employer identification number (EIN) and depository bank information is on file at TASBO headquarters.

## **SECTION 4 – MEETINGS**

The Affiliate will meet **insert number of meeting dates times per year**.

## **SECTION 5 – DUES**

Dues for active members are **insert dues amount annually**. Dues for associate members are **insert dues amount annually**. Dues for retired members are **insert dues amount annually**.

## **SECTION 6 – ELECTION AND VOTING**

Election of officers shall be held each year between May and August to assure that the officers will be able to assume their responsibilities at the beginning of September. Officers will be determined by a majority vote of active affiliate members in attendance at the meeting during which the election is held. In the event of a tie vote, the winner will be determined by the drawing of lots. The Affiliate President or Chair must be a member of TASBO.

## **SECTION 7 - MEMBERSHIP YEAR AND FISCAL YEAR**

The membership year and fiscal year shall be from September 1 of one year to August 31 of the following year.

## **SECTION 8 – BYLAWS CHANGES**

Changes or additions to the bylaws may be made by a majority vote of the affiliate members in attendance at a meeting, provided that notice of the proposed changes or additions are provided to all affiliate members at least thirty (30) days prior to the meeting where the vote will be taken.

## **SECTION 9 – CODE OF ETHICS**

The **insert name of affiliate** member is a professional educator dedicated to public service in the schools of this state. As a professional educator one's professional behavior must conform to a code of ethics. The code must be idealistic and practical as applied to members of our profession. School business officials acknowledge that the schools belong to the public and are created for the purpose of offering equal educational opportunity to all citizens of this state. School business officials shall assume the responsibility of providing leadership and expertise as business officials to maintain exemplary standards of conduct both professionally and morally. It is understood that the business official's actions are observed and appraised by students, fellow professionals and members of the community.

Therefore, and to these ends members of **insert name of affiliate** subscribe to the following statements of standards.

THE **insert name of affiliate** MEMBER:

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern his activities and does not knowingly belong to any organization which advocates the overthrow of our form of democratic government.
4. Implements to the best of his ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of his position for personal gain through influence politically, socially, or economically.

6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Accepts academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.

#### **SECTION 10 – STANDARDS OF CONDUCT**

Now, especially, in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

**In relationships within the school district it is expected that the *insert name of affiliate* member will:**

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates to achieve their maximum potential through fair and just treatment.

**In the conduct of business and discharge of responsibilities, the *insert name of affiliate* member will:**

1. Conduct business honestly, openly and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

**In relationships with colleagues in other districts and professional associations, it is expected that the *insert name of affiliate* member will:**

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from taking over any association.
5. Refrain from using any organization or position of leadership in it for personal gain.

**SECTION 11 – VIOLATION OF CODE OF ETHICS OR STANDARDS OF CONDUCT**

1. Any member in good standing may file a grievance with the Affiliate Directors of the *insert name of affiliate* against any other member in good standing who has knowingly violated the Code of Ethics or Standards of Conduct of this association.
2. The Affiliate Directors upon receipt of a grievance will decide, based upon evidence submitted, whether or not to have a hearing regarding the grievance.
3. If a hearing is held, the Affiliate Directors will notify the parties and members involved of the time and place of the hearing which will be private and not open to the public. Notices shall give all parties a reasonable length of time to prepare.
4. Based upon the evidence and facts presented to the Affiliate Directors and based upon the seriousness and degree of the violation, the Affiliate Directors will decide upon the proper punishment, if any of the member or members.

The Bylaws set out above were adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 200X, by *list name of Affiliate*.

\_\_\_\_\_  
President or Chair

\_\_\_\_\_  
Secretary

# Board Policy 2541 Antitrust Avoidance

Article II: PUBLIC/EXTERNAL RELATIONSHIPS

Section 2500: RELATIONS WITH AGENCIES AND ORGANIZATIONS

## Antitrust Avoidance - 2541

It shall be the policy of the association to be in strict compliance with all federal and state antitrust laws, rules and regulations. Therefore:

1. These policies apply to all membership, board, committee and other meetings sponsored by the association, and to all meetings attended by representatives of the association.
2. Discussions of prices or price levels are prohibited. In addition, no discussion is permitted of any elements of a company's operations, which might influence price such as:
  - a. Cost of operations, supplies, labor or services;
  - b. Allowance for discounts;
  - c. Terms of sale including credit arrangements; and,
  - d. Profit margins and mark ups, provided this limitation shall not extend to discussion of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
3. It is a violation of antitrust laws to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
4. Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
5. In all meetings attended by representatives of the association where discussion can border on an area of antitrust sensitivity, that the association's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the association's representative should excuse himself from the meeting and request that the minutes show that he left the meeting at that point and why. Any such instances should be reported immediately to the President and staff of the association.

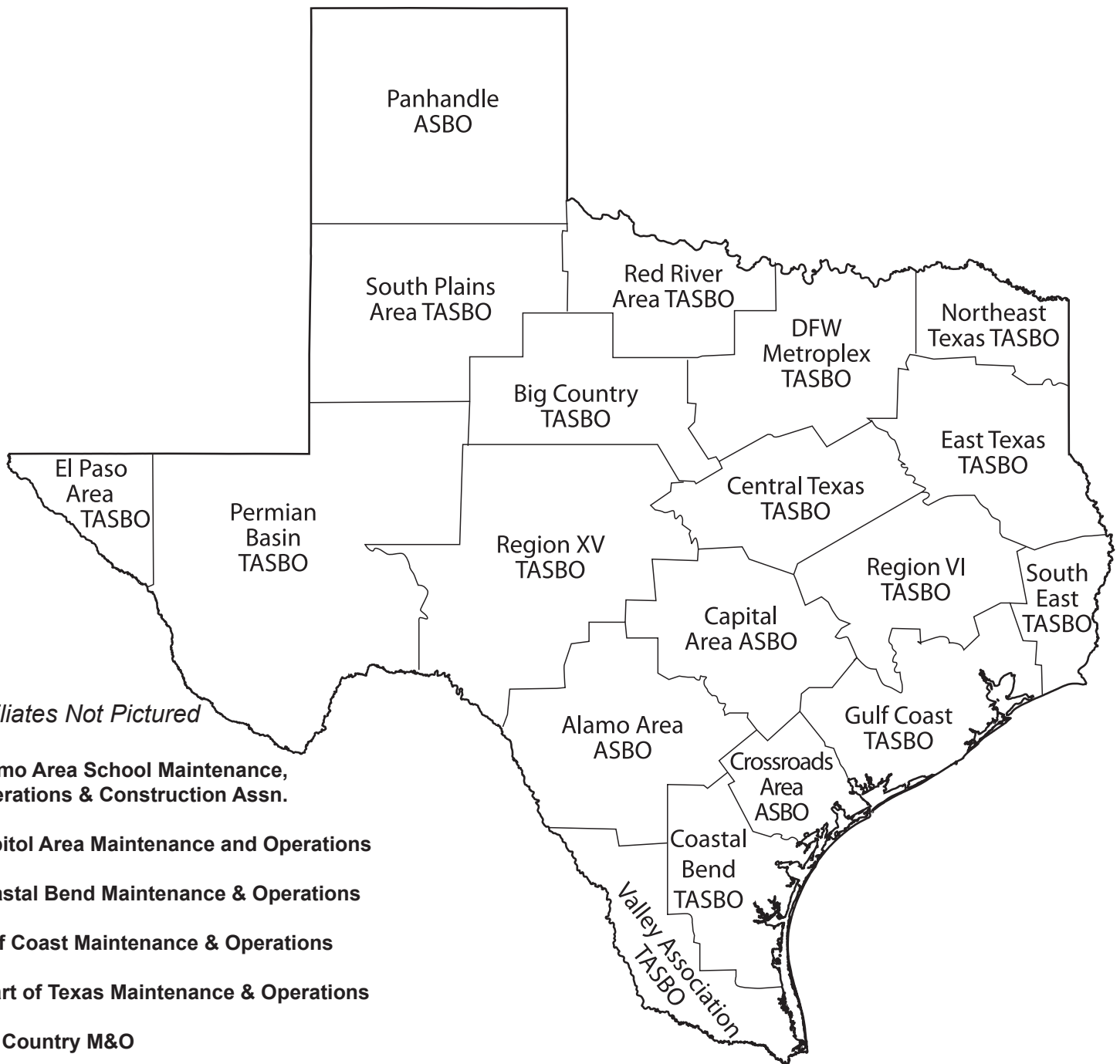
A copy of these Antitrust Compliance Policies shall be given to each officer, director, committee chair, affiliate leader and association employee annually and shall be reviewed at least once each year with the Board of Directors during a Board meeting, be included in the Committee and Affiliate Handbooks, and reviewed with employees at a staff meeting at least once each year.

(Established August 2, 2004)

# TASBO Regional Affiliates Board Liaisons

| Affiliate                                                                                     | Board Liaison   |
|-----------------------------------------------------------------------------------------------|-----------------|
| Alamo Area ASBO (Region XX)                                                                   | Deborah Ottmers |
| Alamo Area School Maintenance, Operations, and Construction Association (AASMOCA) (Region XX) | Becky Estrada   |
| Big Country TASBO (Region XIV)                                                                | Staci Robertson |
| Capitol Area Maintenance and Operations (Region XIII)                                         | James Terry     |
| Capitol Area ASBO (Region XIII)                                                               | Kelly Penny     |
| Central Texas TASBO (Region XII)                                                              | James Terry     |
| Coastal Bend TASBO (Region II)                                                                | Karen Wiesman   |
| Coastal Bend Maintenance & Operations (Region II)                                             | Karen Wiesman   |
| Crossroads Area ASBO (Region III)                                                             | Karen Smith     |
| DFW Metroplex TASBO (Regions X, XI)                                                           | Alan King       |
| East Texas TASBO (Region VII)                                                                 | Lindy Finley    |
| El Paso Area TASBO (Region XIX)                                                               | David Garcia    |
| Gulf Coast TASBO (Region IV)                                                                  | Michael Ball    |
| Texas Gulf Coast Maintenance and Operations (Region IV)                                       | Michael Ball    |
| Heart of Texas Maintenance and Operations                                                     | Becky Estrada   |
| Hill Country Maintenance and Operations                                                       | Deborah Ottmers |
| North Texas Maintenance (Region X, XI)                                                        | Kelly Penny     |
| North Texas Purchasing & Supply Management (Region X, XI)                                     | Lindy Finley    |
| Northeast Texas TASBO (Region VIII)                                                           | Lindy Finley    |
| Panhandle ASBO (Region XVI)                                                                   | Staci Robertson |
| Permian Basin TASBO (Region XVIII)                                                            | David Garcia    |
| Red River Area TASBO (Region IX)                                                              | Alan King       |
| Region VI TASBO                                                                               | Karen Smith     |
| Region VI TASBO Maintenance and Operations                                                    | Karen Smith     |
| Region XV TASBO                                                                               | Staci Robertson |
| South Plains TASBO (Region XVII)                                                              | Mark Tarpley    |
| Southeast Texas TASBO (Region V)                                                              | Michael Ball    |
| South Texas Association of School Maintenance Officials (STASMO)                              | Becky Estrada   |
| Texas Integrated Pest Management Affiliate for Public Schools                                 | Mark Tarpley    |
| Valley Association ASBO (Region I)                                                            | Mark Tarpley    |

# Map of TASBO Regional Affiliates



*Affiliates Not Pictured*

**Alamo Area School Maintenance, Operations & Construction Assn.**

**Capitol Area Maintenance and Operations**

**Coastal Bend Maintenance & Operations**

**Gulf Coast Maintenance & Operations**

**Heart of Texas Maintenance & Operations**

**Hill Country M&O**

**North Texas Maintenance**

**North Texas Purchasing & Supply Mgmt.**

**Region VI TASBO Maintenance & Operations**

**South Texas Association of School Maintenance Officials**

**Texas Integrated Pest Management Affiliate for Public Schools (Statewide)**

**Affiliate Officers Handbook**

*Revised April 2011*

**Texas Association of School Business Officials**

**2538 South Congress Avenue**

**Austin, Texas 78704**

**(512) 462-1711**

**[www.tasbo.org](http://www.tasbo.org)**