

**Texas Association of School Business Officials**

**Board Policy Manual**



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## **BASIC FOUNDATION, ORGANIZATION AND GOVERNANCE - 1000**

### ***Restated Articles of Incorporation - 1100***

#### **TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

##### **ARTICLE I**

The name of the corporation is Texas Association of School Business Officials.

##### **ARTICLE II**

The corporation is a non-profit corporation.

##### **ARTICLE III**

The period of its duration is perpetual.

##### **ARTICLE IV**

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 funding 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 V

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 VI

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 VII

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 VIII

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 IX

The street address of the current registered agent is 2538 South Congress Avenue, Austin, Texas 78704, and the name of the registered agent at such address is Tracy Ginsburg Gwendolyn Santiago.

## ARTICLE X

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

<u>NAME</u>	<u>ADDRESS</u>
Mike Singleton, RTSBA, CPA	Rockwall ISD 1050 Williams Street Rockwall, Texas 75087
Steve West, CTSBO	Allen ISD P.O. Box 13 Allen, Texas 75013
Karen Wilson, CTSBO, CPA	Dallas ISD 3700 Ross Avenue, No. 33 Dallas, Texas 75204-5491
Arturo Cavazos, CTSBO, CPA	Randolph Field ISD P.O. Box 2217 Universal City, Texas 78148
Sharon Eaves, RTSBA, CPA	Carroll ISD 3051 Dove Road Grapevine, Texas 76051
David Rastellini, CTSBO, CPA	Waco ISD 501 Franklin Avenue P.O. Box 27 Waco, Texas 76703
Greg Lookabaugh, CTSBO	Region IV ESC 7145 West Tidwell Road Houston, Texas 77092-2096
Tracy Hoke, RTSBA	Round Rock ISD 1311 Round Rock Ave. Round Rock, Texas 78681-4999
Allen Schoppe, RTSBA, CPA	Sweeney ISD 1310 N. Elm St. Sweeney, Texas 77480
Art Martin, RTSBA	Lubbock ISD 1628 19 <sup>th</sup> Street Lubbock, Texas 79401
Pattie Jackson, RTSBA	San Angelo ISD 1621 University Ave.

San Angelo, Texas 76904-5164

Charlotte Holden, RTSBA

Houston ISD  
3830 Richmond Ave.  
Level 4 South  
Houston, Texas 77027-5838

Shannon Holmes, RTSBA

Hardin-Jefferson ISD  
P.O. Box 2003  
520 W. Herring  
Sour Lake, Texas 77659

#### ARTICLE XI

The name and address of each incorporator is: Ed L. West, 1111 Jack Pine, San Antonio, Texas 78232.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 2005.

TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

By: \_\_\_\_\_  
MIKE SINGLETON, President

(Amended March 2005)

# **BYLAWS OF THE TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

Incorporated 1986

## **ARTICLE 1 - NAME**

The name of the Association shall be "TEXAS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS."

## **ARTICLE 2 - MEMBERSHIP**

Section 1. There shall be five membership Categories in the Association: K-12, Education Service Provider, Associate, Life, and Retired Memberships.

- K-12 Membership shall be open to any employee of K-12 schools.
- Education Service Provider Membership shall be open to employees of not-for-profit organizations, higher education faculty/staff, Regional Service Center employees and employees of state governmental entities.
- Associate Membership shall be available to independent contractors and for profit entities.
- Life Membership shall be open to members who have been approved by the Board of Directors based on criteria set out in Board policy and who do not otherwise meet the requirements of another Membership Category.
- Retired Membership is available to those TASBO members who: 1) have retired from school employment through the Teacher Retirement System; 2) have not been designated as a Life Member by the Board of Directors; and, 3) do not meet the requirements of another Membership Category.

Section 2. Each person eligible to become a member and having paid the annual dues for the current year shall be entitled to the privileges of membership according to each category.

Section 3. This Association shall be affiliated with the Association of School Business Officials International. Association with any other organization must be approved by a majority vote of the membership present at its annual meeting.

Section 4. The Board of Directors shall establish local chapters, as recognized by custom or previous action. Criteria will be developed and disseminated for establishing Affiliate Chapters.

## **ARTICLE 3 - OFFICERS**

Section 1. **OFFICERS:** The officers of the Association shall consist of a President, President-Elect, Vice-President, Immediate Past President and the Executive Director. The President, President-Elect, Vice-President, and Immediate Past President shall serve for a period of one year beginning the first day after the last day of the annual meeting and ending the last day of the annual meeting.

Section 2. OFFICER PROGRESSION: The President shall automatically become the Immediate Past President at the end of the term of office. Likewise, the President-Elect shall become President and the Vice-President shall become President-Elect. The Executive Director shall be appointed by the Board of Directors.

Section 3. PRESIDENT: The President shall preside at all meetings of the Association, the Board of Directors and the Executive Committee. The President shall have general supervision of the affairs of the Association.

The President shall appoint all committees and their chairpersons not otherwise provided for and shall be ex-officio a member of all committees.

Section 4. PRESIDENT-ELECT: The President-Elect shall exercise all the functions of the President in his or her absence.

Section 5. VICE-PRESIDENT: The Vice-President shall exercise all the functions of the President in the absence of the President and the President-Elect.

Section 6. IMMEDIATE PAST-PRESIDENT: The Immediate Past-President shall serve as parliamentarian.

Section 7. EXECUTIVE DIRECTOR: The Executive Director shall serve as the administrative and chief executive officer of the Association. The Executive Director shall prepare the annual budget and submit it to the Board of Directors for approval prior to September 1 of the new fiscal year.

The Executive Director shall keep a record of all official correspondence of the Association; and shall serve all necessary notices after the same have been approved by the President and make a full report in writing of the transactions of the Association at its regular annual meeting.

The Executive Director shall perform any other duties not herein specified which may be outlined by the President.

The Executive Director shall, at the expiration of the term of office, transfer to the successor in office all monies, books, papers and other records and property belonging to the Association. At the end of the Executive Director's term of office, the Executive Director shall file with the President a report by a certified public accountant, or by an auditing committee of the Association named by the President, including a statement of the financial accounts of the Association.

The Executive Director shall attend each and every session of the Association's annual meeting unless otherwise excused by the President.

#### ARTICLE 4 - BOARD OF DIRECTORS

Section 1. COMPOSITION: The Board of Directors shall consist of the President, President-Elect, Vice-President, twelve Directors and the Immediate Past President with the Executive Director being a non-voting member. Nine directors shall be elected for three-year staggered terms.

The Board of Directors shall appoint one member annually to the Board. Appointed Directors shall be limited to one three-year term and are not eligible to be an Officer.

In the case of a vacancy occurring on the Board of Directors by death or otherwise, the remaining members of the Board shall have power to fill the vacancy. No member, except the Executive Director, shall serve as an officer unless he has served as a Director, and no officer, except the Executive Director, shall serve for more than one year in each office.

Section 2. DUTIES: The Board of Directors shall be vested with the power to act in the name of the Association of the organization, provided same are not in conflict with the Bylaws.

The Board of Directors shall select by a majority vote, the annual meeting place of the Association.

The Board of Directors shall be vested with the power to call special meetings of the Association and to designate the date, time and place of any such meetings, together with a reason for calling such special meetings to be fully stated in a notice to be mailed to each member at least twenty days prior to the date of the meeting.

The Board of Directors shall meet at the call of the President and shall have power to accept nominations and to fill vacancies in the body of Officers and Directors. Subject to procedures approved by the Executive Committee, any or all directors may participate in a meeting of the Board of Directors, or a committee of the Board, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting.

The Board of Directors shall receive and consider all Resolutions which may be referred by the Association and may hold meetings to hear the proponents and opponents of such Resolutions. It shall also prepare all special Resolutions concerning memorials, etc., and present same on the floor of the convention at the call of the President.

The Executive Committee may be called into session by the President and may act in the capacity of the Board of Directors when the President deems such action an emergency and when a meeting of the Board of Directors is impractical. All minutes from such sessions must be sent to the Board of Directors.

#### ARTICLE 5 - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, President-Elect, Vice-President, and the Immediate Past President with the Executive Director being a non-voting member. Officers shall be limited to one complete term as Officer as defined in Article 3, Section 2.

#### ARTICLE 6 – REMOVAL FROM OFFICE

Officers and Directors may be removed from office for cause as determined by at least nine of the thirteen elected members of the Board.

Removal from office may be enacted only after written notice, followed by due process and for violation of the Code of Ethics, Standards of Conduct or failure to discharge the duties of office.

In the event a Board member is unable to fulfill the attendance requirements as set out in Board Policy 1650 and the Board Member Professional Standards, it will be assumed the Board member has resigned his or her position on the Board.

Any Board member who fails to maintain their certification status or ceases to belong to the relevant Membership Category required for office shall be automatically removed from office without vote or resolution unless the Board of Directors by resolution waives the automatic removal due to extenuating circumstances.

#### ARTICLE 7 - MEETINGS

Annual and special meetings of the Association shall be held at a date, time and location to be designated by the Board of Directors. The right to have a voice in discussion at meetings of this Association shall be limited to members.

#### ARTICLE 8 - QUORUM

At all annual and special meetings of the Association, a majority of the members present, subject to the decision of the presiding officer, shall constitute a quorum.

#### ARTICLE 9 - ELECTION AND VOTING

**ELECTION AND VOTING:** In addition to and in accordance with these Bylaws, the Board of Directors shall establish policies governing the conduct of elections. Election of the Vice-President and Directors of the Association may be held before or during the annual meeting and may be conducted electronically. K-12, Education Service Provider, Life and Retired members in good standing are permitted to vote. In the event of a tie vote, the winner will be determined by the drawing of lots. Those elected will assume their responsibilities as Directors and Officers of the Board at the annual meeting.

Candidate Qualifications:

Candidate's written notification of intent to run for a position on the TASBO Board must reach the TASBO Headquarters Office by the date specified in the election rules as established by the Board of Directors.

Candidates must be an active K-12 or Education Service Provider member at the time of election and meet the requirements for candidacy established by the Board of Directors.

#### ARTICLE 10 – DUES

**DUES:** The annual dues of K-12, Education Service Provider, Associate, and Retired members shall be set for the ensuing year by the Board of Directors.

#### ARTICLE 11 - MEMBERSHIP YEAR

**MEMBERSHIP YEAR:** The membership year shall be for 12 consecutive months.

## ARTICLE 12 - FISCAL YEAR

FISCAL YEAR: The fiscal year of the Association shall extend from September 1 of one year to August 31 of the following year, unless the Board of Directors chooses to adopt a July 1 through June 30 fiscal year.

## ARTICLE 13 - CERTIFICATION

CERTIFICATION: The Board of Directors shall provide a program whereby the membership may attain the status of Registered Texas School Business Administrator, Registered Texas School Business Official, Certified Texas School Business Official, and/or Certified Texas School Business Specialist. The criteria for certification shall be determined by the Professional Certification Committee and approved by the Board of Directors.

## ARTICLE 14 - CHANGES IN BYLAWS

Changes or additions to these Bylaws may be made at any meeting of the Board of Directors by a two-thirds vote, provided such changes or additions are presented in writing to the Board at least 10 days prior to the meeting.

## ARTICLE 15 - CODE OF ETHICS

A school business official in Texas 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 educational opportunity to all residents 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 the Texas Association of School Business Officials or TASBO Certificate Holders subscribe to the following statements of standards.

### TEXAS SCHOOL BUSINESS OFFICIAL:

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 their activities.
4. Implements to the best of their ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of their 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. Earns academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.
9. Honors the public trust.

#### ARTICLE 16 - STANDARDS OF CONDUCT

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 School Business Official 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 School Business Official 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 School Business Official 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.
6. Abide by applicable TASBO policies, including the Harassment Policy 1651, and act professionally when representing TASBO or participating in any TASBO functions or activities.

#### ARTICLE 17 - VIOLATION OF CODE OF ETHICS OR STANDARDS OF CONDUCT

1. Any individual with direct knowledge may file a grievance with the Board of Directors of the Texas Association of School Business Officials against any other member in good standing who has knowingly violated the Code of Ethics or Standards of Conduct of this association.
2. The Board of 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 Board of 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 Board of Directors and based upon the seriousness and degree of the violation, the Board of Directors will decide upon the proper punishment, if any, of the member or members.

#### ARTICLE 18 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.



TASBO BY-LAWS

(As Amended March, 1995)  
(As Amended February, 1998)  
(As Amended February, 1999)  
(As Amended February, 2000)  
(As Amended February, 2002)  
(As Amended February, 2003)  
(As Amended March, 2005)  
(As Amended March, 2008)  
(As Amended March 2011)  
(As Amended March 2012)  
(As Amended February 20, 2013)  
(As Amended March 1, 2016)  
(As Amended February 28, 2018)  
(As Amended March 6, 2019)  
(As Amended March 4, 2020)  
(As Amended March 4, 2021)  
(As Amended December 3, 2021)  
(As Amended December 9, 2022)

### ***Board of Directors and Executive Committee - 1411***

The Board of Directors shall be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Articles of Incorporation and By-Laws.

The Board of Directors shall be vested with the power to call special meetings of the Association and to designate the date, time and place of any such meetings, together with a reason for calling such special meeting to be fully stated in a notice to be provided to each member at least twenty days prior to the date of the meeting.

The Executive Committee shall be composed of the officers of the Board and the Executive Director and shall meet at the call of the President and may act in the capacity of the Board of Directors when the President deems such action an emergency or when a meeting of the Board of Directors is impractical. All minutes from such sessions shall be sent to the Board of Directors and approved at the next regular meeting of the Board.

Matters involving legal counsel shall be handled by members of the Executive Committee of the Board.

**Membership – 1510**

The Association’s classifications of membership and the benefits of the category are as follows:

Member Level	Definition	Eligible to Vote	Eligible to Hold Office	Experience Counts Toward Certification
K-12	Employed by a K-12 Public or Charter School	Yes	Yes	Yes
Education Service Provider	Employed by a Regional Service Center, Governmental Entity (TEA, TRS), Not-for-Profit Education Service Provider (TASB), University, Harris County Department of Education	Yes	Yes	Yes
Associate	Independent Contractor or employed by a For-Profit Entity	No	No	No
Retired	Retired from a K-12 or Education Service Provider and not otherwise employed by a For-Profit Entity or serving as an independent contractor for schools	Yes	No	N/A
Life	Retired from a K-12 or Education Service Provider and approved by the Board. May not otherwise employed by a For-Profit Entity or serving as an independent contractor for schools	Yes	No	N/A

## ***Election Rules - 1511***

In accordance with the Association's Bylaws, the Board of Directors shall establish policies governing the conduct of elections.

### **Candidate Eligibility**

An Officer or Director candidate shall be a full-time K-12 or Education Service Provider at the time of election who also meets the following requirements:

1. Have been a member of TASBO for the immediate five preceding years;
2. Hold a TASBO certification;
3. Have attended three of the last five Annual Conferences prior to the filing deadline; and,
4. Shall meet one of the following additional criteria -
  - Served as an Officer of a Committee;
  - Served as an Officer of an Affiliate Chapter;
  - Presented at TASBO Annual, Summer or Maintenance and Operations Conference;
  - Presented at a TASBO workshop or academy;
  - Presented two or more webinars for TASBO;
  - Served as an instructor for a TASBO certification course; or,
  - Written curriculum for a TASBO certification course.

Any member who has served one complete three-year elected term as a Director is eligible to be elected to the office of the Vice-President or President-Elect, provided they meet the rules of Candidate for Director.

Director and Officer candidates must comply with applicable rules and regulations as prescribed by the Board of Directors to be eligible for election.

Officers and Directors must maintain their certification and be an active K-12 or Education Service Provider during their term of office.

Employees of sponsors of the Association or the sponsor's parent organization who otherwise qualify for membership as an Education Service Provider are not eligible for a position on the Board of Directors.

### **Leadership Development Committee**

The Board of Directors shall establish a Leadership Development Committee to identify and mentor potential leaders of the Association. The committee shall be charged with providing training in the Association's policies and the responsibilities of Board members. The committee shall identify other opportunities for leadership development.

## **Term Limits**

Individuals may serve for two consecutive three-year terms as Director and shall be required to have a two-year break in service before running for Director for additional terms.

Individuals who have completed the term of Past President and who have only served one term as Director shall be eligible to run for a Director term after a two-year break in service.

In the event an elected Officer does not serve as President, that individual shall be eligible to run for Vice President for a subsequent term or they may choose to run as Director after a two-year break in service.

If a Director chooses to run for an Officer position prior to the end of their second term as Director, the Director position shall be declared vacant for the upcoming election.

## **Notification of Intent to Run**

An Officer or Director candidate must submit a written notification of intent to run for a position on the TASBO Board in a format provided by TASBO. The notification shall include a letter from the candidate's immediate supervisor indicating their support and approval of the time and effort required to be a Director or Officer of the Board of Directors.

The notification must reach TASBO no later than 5:00PM CST on December 1<sup>st</sup> of the calendar year preceding the election. If December 1<sup>st</sup> falls on a weekend or holiday, the deadline shall be the following business day by 5:00PM CST.

After verification that the candidate meets the qualifications set forth in Article 9 of the Association's bylaws and this policy, the Executive Director shall notify the candidate of receipt of the intent to run for Board in writing. If disapproved because of a lack of/failure to meet qualifications, the notification will indicate the reasons.

## **Conducting the Election**

Candidates shall be asked to respond to a series of questions coordinated by Association Staff which shall be used to create informational election materials, including videos or podcasts. The information furnished by the candidate, along with responses to written questions and interviews, will be publicized by the Association in a variety of formats including the Association's website, community forum, and publications.

Voting shall be electronic by TASBO official ballots with all officers and candidates on one ballot. Candidate order on the electronic ballot will randomly change each time a voter opens the ballot. Voters shall be allowed to cast a ballot for one officer position and for the number of open Director positions.

The Board shall designate a two-week voting period which ensures that voting is complete prior to the Annual Conference. All K-12, Education Service Provider, Life and Retired members of the Association who are in good standing shall be permitted to vote.

No ballots will be counted until the official closing time for the election. The candidate(s) receiving the highest number of votes will be declared elected. In the event of a tie, the winner will be determined by drawing of lots.

The Executive Director will annually select three election judges from a list of past members of the Board of Directors. The election judges shall address any concerns brought forth by members regarding the election process.

The Board may declare each unopposed candidate elected to the office without the necessity of conducting an election. The Board may make this declaration upon receipt of certification from the Executive Director that the candidates are unopposed.

### **Prohibited Activities**

Dissemination of candidate information shall be provided solely by the Association in accordance with the election rules and regulations.

To ensure a fair election by restricting candidate information to the content submitted during the candidate application process and interviews conducted by Association staff members, the following activities are prohibited:

- The dissemination of campaign messaging in any format or communication channel, including but not limited to, signs, flyers, buttons, gadgets, email, web or social media;
- Visits to Affiliate chapters of the Association, other than the candidate's local Affiliate chapter, for the purpose of campaigning;
- Hospitality functions set up for the purpose of supporting a candidate for Director or Officer;
- Campaign speeches except for the interviews of candidates arranged by Association staff.

Violation of the election rules may disqualify candidates. Candidates are expected to adhere to the spirit of the rules and encourage supporters to honor them as well. Wide scale abuse of the election rules by supporters, even without a candidate's knowledge or permission, could be grounds for disqualification.

In the event of a complaint regarding a candidate's behavior, the Board shall follow the grievance procedures outlined in the Association's bylaws.

### **Process for Appointing Members to the Board**

The Leadership Development Committee shall bring forward recommendations for an appointed member to the Board in October of each year.

Candidates shall have been a member of TASBO for the immediate five preceding years and shall hold a TASBO certification.

The Board shall review the recommended candidates and identify the candidate who best meets the overall needs of both the Association and the current Board of Directors for an appointment to a three-year term.

Appointed Directors have the same authority as regularly elected members to the Board.

Appointed Directors are limited to one term and are not eligible for an officer position. Upon completion of their term, the appointed Director may file for election as a Director. Upon completion of the elected term of office, the Director may run for an officer position.

Individuals who have filed paperwork to run for the Board of Directors in accordance with the policy outlined above are not eligible for appointment.

### **Process for Filling Officer and Director Vacancies**

If there is a vacancy in the position of President, the President-Elect will move to the position of President. If the President-Elect position is also vacant; the Vice-President would move to the position of President.

If there is a vacancy in the position of President-Elect, the Vice-President would move to the position of President-Elect.

If there is a vacancy in both the President-Elect and Vice-President positions, qualifying candidates may file necessary documents to run for an officer's position. The two candidates receiving the highest number of votes will be elected to fill these positions, i.e., the candidate with the most votes will be named as President-Elect and the candidate with the second highest number of votes will be named Vice-President. In the event of a tie vote, the winner will be determined by drawing lots.

If a President resigns or is unable to complete their term of office, the President-Elect shall be appointed as President and the President-Elect position shall remain vacant for the remainder of the unexpired term.

A President-Elect appointed to fill a vacated Presidency will serve to fill the unexpired term of the vacated office and complete the full term of their elected President position.

If a vacancy occurs in the office of Vice-President, the Board shall leave the office vacant until the next annual conference at which time the office shall be filled by an election.

If a vacancy occurs in a Director position during the last year of the Director's term, the position shall remain vacant. If more than one year is remaining on the Director's term, the position shall be filled during the next regular election or by appointment by the remaining members of the Board. If the position is filled by election, the three individuals, who received the highest number of votes for the Director positions, shall each be seated for a full three-year term. The next individual in the election results shall be awarded the partial Director term resulting from the vacancy.

*Amended 12.09.2022*

## ***Regional Affiliates - 1521***

The Texas Association of School Business Officials will establish a Regional Affiliate Program throughout the state for networking and education.

The Board of Directors shall establish criteria for regional affiliate membership in TASBO. It shall establish boundaries for affiliates and provide assistance to Affiliate's to develop programs and services at the local level.

The Board President shall appoint a Board Member to serve as a liaison to the Affiliate. The liaison shall make every effort to attend one Affiliate meeting per year to provide an update on TASBO.

TASBO shall utilize the experience and leadership of affiliate officers to develop goals and objectives for the Association to better serve the membership.

### **Affiliate Application Procedures**

These procedures shall be followed by the regional group to accomplish affiliation with TASBO.

1. The President of each regional affiliate shall be a member of TASBO at the time the application is filed for affiliation with TASBO.
2. Each regional affiliate shall file a true copy of its Articles of Incorporation and Bylaws and any necessary revisions, with TASBO's Executive Director. The documents shall follow the model Affiliate Articles of Incorporation and Bylaws provided by the Association.
3. The proposed Affiliate shall send TASBO a check in the amount of \$100 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. The resolution shall certify that a majority of the members desire and request to be an affiliate of TASBO.
4. Membership in the proposed Affiliate should represent at least 10% of the districts within the designated boundaries. Regional groups shall submit an area map with the counties and school districts to be included in their affiliation. The Affiliate shall submit the names of school districts to be included in their affiliation area.

### **Requirements of Affiliates:**

1. Membership in the affiliate shall not fall below 10 members.
2. The mailing address of the Affiliate for state agencies and Internal Revenue Service reporting purposes shall be the TASBO Headquarters.
3. Affiliates shall be provided limited personal liability and property damage insurance coverage under the Association's policy.
4. The Affiliate must notify TASBO prior to any special event, outside the normal course of business, so the information can be provided to the carrier as required by policy. Any additional costs associated with event coverage shall be the responsibility of the Affiliate.
5. Events serving alcohol are required to follow all rules and regulations of the Texas Alcohol and Beverage Commission (TABC).

## **Requirements of Affiliate Presidents**

The Affiliate President serves as the primary liaison to TASBO and is expected to:

1. Maintain a membership in TASBO;
2. Communicate changes in officers in a timely manner to the Executive Director;
3. Provide any changes in the Articles of Incorporation or Bylaws to the Executive Director;
4. Assume primary responsibility for planning Affiliate meetings and events, ideally no less than three (3) per year;
5. Participate in informational webinars provided for Affiliate officers;
6. Ensure that meeting Minutes are kept and financial records are maintained properly;
7. Serve as a liaison between the Affiliate members and TASBO; and,
8. Report annual financial information promptly to TASBO as requested for Internal Revenue Service and state agency reporting purposes, including a copy of the Affiliate's August bank statement.

## **Affiliate Events – Notifications and Scheduling**

Affiliates may notify members of any mini-conferences, trade shows or other training events during the year for inclusion in TASBO publications and notification to members.

TASBO holds three conferences per year (Annual Conference, Summer Conference, and an Operations Conference). Affiliate groups may not conduct major Affiliate events such as mini-conferences, tradeshow, etc., during the two weeks immediately preceding or following any of the three TASBO conferences.

## **Affiliate Use of TASBO Logo**

Affiliates may use the TASBO logo under the following terms and conditions:

1. With prior written approval of the TASBO Executive Director or designee;
2. When TASBO is co-sponsoring an event with an affiliate or
3. To affirm an affiliate's relationship to TASBO (i.e. "affiliate of")

The Affiliate is required to follow the style guide provided by the Association in any approved use of the Association's logo.

*Amended: July 29, 2019  
October 1, 2019*

## **Research Committees - 1611**

### **Description**

The Board of Directors shall appoint the Chair and Vice-Chair of the Association's Research Committees. All committee officers must be a K-12 or Education Service Provider Member in good standing.

The Association recognizes the importance of research dedicated to excellence in school business management and therefore establishes a network of professional research committees for the purpose of constant and continual research and planning toward better business management of our schools.

The Research Committee shall also be dedicated to developing programs and materials for the continuing education of all professional educators involved in school business management as well as the Association's Professional Certification program.

In accordance with the Board of Directors policy, the following research committees are hereby established:

1. Accounting and Finance
2. Distribution & Inventory
3. Information Technology
4. Instructional Materials
5. Internal Audit
6. Maintenance & Operations
7. Payroll
8. PEIMS
9. Personnel
10. Purchasing and Supply Management
11. Safety, Security and Risk Management
12. School Nutrition
13. Transportation

*Amended: October 1, 2019*

## **Standing Committees - 1612**

### **Description**

The Board of Directors appoints members to three Standing Committees—the Professional Certification Committee, Governmental Relations Committee, and the Accounting and Auditing Advisory Committee. The Board shall appoint the Chair of each Standing Committee.

### **Professional Certification Committee**

**Mission:** The Committee shall serve as the advisory group to the TASBO Board of Directors regarding all matters of certification.

**Responsibilities:** In relation to that mission, the Professional Certification Committee is responsible for the following:

1. Develop and maintain a strong, flexible and meaningful certification program for the TASBO membership.
2. Prepare and conduct in-service training and education for the TASBO membership about the TASBO Certification Program.
3. Conduct research sponsored by the TASBO Board and Executive Director in the area of Certification Programs
4. Prepare and submit for possible publication, feature articles and other editorial material about certification for TASBO publications.
5. Identify the needs and provide curriculum and training for TASBO Management courses.
6. Maintain Certification Program rules, regulations and procedures that will promote and maintain valid TASBO Certification throughout the TASBO organization and the State of Texas.
7. Oversee the development of curriculum in all areas to ensure alignment with the Association's core competencies.

The TASBO Certification Committee shall gather pertinent research data from the field and disseminate it to the TASBO membership and develop instruments to be used as models for analyzing and improving school district business practices through certification of its members.

**Membership:** The Committee will be composed of twenty-two (22) members to be appointed by the Board of Directors. New appointments to the committee will be determined through a review of applications.

The Board will appoint members prior to the Committee Connect meeting each fall. The terms of committee members will begin and end at the Committee Connect meeting. Committee members whose terms are expiring at this time will participate in the meeting.

**Terms:** Nine of the members will serve 3-year terms with three members completing terms each year. Members may be appointed for only two complete 3-year terms. Appointment as a member to fill a portion of a 3-year term will not be counted as part of the term limitation. Thirteen of the members will be committee chairs and will serve on the Professional Certification Committee for one year.

The TASBO Board of Directors has the authority to remove or replace Committee members at any time. Members of the TASBO Board of Directors are not allowed to serve as members or alternates.

**Committee Leadership:** The TASBO Certification Committee shall have several leaders. Their responsibilities are as follows:

Committee Chair (to be appointed by the Board of Directors) shall be responsible for:

1. Working with TASBO staff to plan the meetings and the methods by which the objectives of the committee will be accomplished.
2. Exercising aggressive leadership by stimulating thinking, conducting discussions and keeping the meeting on track.
3. Maintaining records and information including meeting minutes and reports to the Board regarding the committee's progress.
4. Bringing new ideas to the committee to promote its goals and maintain its leadership role in TASBO
5. Keeping in touch with the membership to promote attendance at regular meetings as well as encouraging new ideas and member involvement.

Vice Committee Chair (elected by the committee members at the Committee Connect meeting or appointed by the Board of Directors) shall be responsible for:

1. Working with the TASBO Headquarters staff on developing and maintaining a list of available and qualified instructors to teach the TASBO Management curriculum required for certification.
2. Working with sub-committees as required to develop TASBO Certification curriculum requirements and content.
3. Assuming the duties of Chair in his or her absence.

Secretary (elected by the committee members at Committee Connect meeting or appointed by the Board of Directors) shall be responsible for:

1. Recording and keep accurate records of all TASBO Certification Committee Meetings and events.
2. Reporting same to the Chair, Vice Chair and TASBO Staff for review and correction as needed prior to submission.
3. Assisting Certification Committee Chair and Vice Chair with maintaining accurate records of all TASBO Certification Committee Meetings and events.

These officers will serve two 1-year terms; and there will not be an automatic rotation schedule. The Chair will remain eligible for a longer term but may not extend beyond the expiration date for their term as a committee member. In the event of a vacancy, the committee will elect a replacement or the Board of Directors will name a replacement.

**Qualifications:** Members of the Committee must have earned TASBO certification or have previous experience as a member of the TASBO Board of Directors, with 3 years as an active or life member and 2 years active service on a research committee. All officers and committee members must be Active or Life members in good standing of the state organization. All members will be required to sign a Standing Committee Code of Conduct.

**Meetings:** At least two meetings will be held each year, with additional meetings scheduled as needed.

**Attendance:** The Board may consider replacing a committee member if that member misses two consecutive meetings.

**Liaisons to the Committee:** The Board President shall appoint two Board members annually to serve as liaisons to the committee.

### **Governmental Relations Committee**

**Purpose:** The Committee shall serve as the advisory group to the TASBO Board of Directors regarding all matters related to governmental relations, including but not limited to communication with legislative bodies, the Texas Education Agency, Teacher Retirement System, Texas Comptroller of Public Accountants, Texas Department of Agriculture, Department of Health and Human Services, and the State Board of Education.

**Membership:** The Committee will be composed of a maximum of ten (10) members appointed by the Board of Directors to serve four-year terms which correspond to the legislative session. New appointments to the committee will be determined through a review of applications.

The Board will appoint members no later than June of each even numbered year.

**Terms:** Members may be appointed for only two complete 4-year terms. Appointment as a member to fill a portion of a 4-year term will not be counted as part of the term limitation. The TASBO Board of Directors has the authority to remove or replace Committee members at any time. Members of the TASBO Board of Directors are not allowed to serve as members of the committee.

**Structure:** The Immediate Past President of the Board of Directors shall serve as Chair of the committee.

**Qualifications:** Members of the Committee must have 3 years as an active member of TASBO and have a demonstrated interest in working with members of the legislature and other elected officials. The term of members who retire or resign from the school business profession shall end no later than December of the year of their retirement. All members will be required to sign a Standing Committee Code of Conduct.

**Meetings:** The Committee shall meet annually to develop the proposed legislative priorities for the Association.

**Liaisons to the Committee:** The Board President may appoint up to four Board members annually to serve as liaisons to the Committee.

### **Accounting and Auditing Advisory Committee**

**Purpose:** The Committee shall serve as a resource to the Texas Education Agency on the financial management and operation of public schools and shall provide guidance to the Agency on the development of rules and regulations, including updates to the Financial Accountability

System Resource Guide. The committee shall provide guidance on other education related areas, as requested.

**Membership:** The Committee will be composed of a eighteen (18) members appointed by the Board of Directors to serve three-year terms. The terms of the committee members begin in July to coincide with the school year.

Members of the committee shall serve in the accounting or audit role of their respective entity. Efforts shall be made to ensure that membership on the committee shall be comprised from districts with enrollment ranges as follows:

More than 100,000 students	2 members
50,000 – 99,999 students	3 members
10,000 – 49,999 students	4 members
0 - 9,999 students	4 members
Charter Schools	2 members
Regional Service Centers	3 members

Every effort shall be made to ensure that representation is identified from across the state. Current members of the Board are eligible for appointment.

The Texas Education Agency may also identify industry experts to serve as ex-officio members of the Committee.

The designated representative from the Division of Financial Compliance of the Texas Education Agency and the Board President or designee shall serve as co-chairs of the committee. All members will be required to sign a Standing Committee Code of Conduct.

**Terms:** Members will serve 3-year terms. Term rotation shall occur within each member category. Members may be appointed for only two complete 3-year terms. Appointment as a member to fill a portion of a 3-year term will not be counted as part of the term limitation. The term of members who retire or resign from the school business profession shall end no later than December of the year of their retirement. The TASBO Board of Directors has the authority to remove or replace Committee members at any time.

**Qualifications:** Members of the Committee must have 3 years as an active member and demonstrated expertise in the area of school finance, accounting and auditing. All members will be required to sign a Standing Committee Code of Conduct.

### **Leadership Development Committee**

**Purpose:** The Committee shall serve as an advisory group to the TASBO Board of Directors and assist with the training and identification of future leaders of the Association.

**Membership:** The Committee will be composed of a maximum of five (5) members appointed by the Board of Directors to serve two-year staggered terms. The members shall be assigned in such a manner as to represent all areas of the state.

**Terms:** Members may be appointed for only two complete 2-year terms.

**Structure:** The two most recent Past Presidents of the Board of Directors shall serve as Chairs of the committee.

**Qualifications:** Members of the Committee must have been an active member of TASBO for three years and have a demonstrated desire to further the profession of public education. All members will be required to sign a Standing Committee Code of Conduct.

**Meetings:** The Committee shall meet no less than quarterly.

*Amended: December 9, 2022*

## **Committee Chairs - 1616**

The Texas Association of School Business Officials Board of Directors firmly believes that the success or failure of any committee, to a great extent, depends upon the leadership of the committee Chair.

Therefore, the Executive Director is charged to develop and maintain a program of assistance to help committee Chairs fulfill their responsibilities and develop their leadership skills.

In addition, the President of the Association shall assign members of the Board of Directors to be ex-officio members of each committee and to act as liaisons of the Board to assist the Chairs and the committees.

Committee Chairs shall be directly responsible to a designated member of the Board of Directors (assigned by the President). Research Committee Vice-Chairs shall be appointed by the Board and shall automatically move to Chair. A Chair term for a Research Committee shall be one year.

Appointment as a research committee chair shall be an automatic appointment to the Professional Certification Committee for the term of the office.

The Committee Chair will be expected to guide committee members as they:

1. develop and update certification curriculum;
2. prepare educational programs and training sessions (workshops, conference roundtable discussion groups and clinic sessions, and education courses) in conjunction with TASBO staff;
3. conduct research in the committee's identified specialty area of school business and operations management;
4. prepare and submit feature articles and other editorial materials for possible publication in the TASBO Online Report or quarterly magazine;
5. when requested to be a resource, assist with recommendations for edits or updates to the Texas Education Agency Financial Accountability System Resource Guide;
6. comply with all federal and state laws, rules and regulations in accordance with Board Policy 2541-Antitrust Avoidance; and,
7. be an active member of the Professional Certification Committee

The Committee Chair duties and responsibilities shall include the following:

1. Prepare the goals and objectives of the committee which are in conjunction with those of the Association;
2. Plan and hold at least two meetings of the committee each year;

3. Recruit committee members with whom the Chair can effectively work and who will actively pursue committee objectives;
4. Appoint or elect other officers, unless these positions are named by the Board of Directors from the committee membership and assign duties at the meeting of the committee during the Annual Conference or Committee Connect Meeting each year;
5. Plan programs for the annual meeting and preside at the meetings of their respective committee;
6. Assist in planning training events;
7. Provide input for proposed or pending legislation;
8. Provide items for TASBO publications;
9. Attend and participate in Professional Certification Meetings; and,
10. Assist with curriculum development to ensure alignment with the Association's standards and goals.

### ***Methods of Operation - 1621***

The Board of Directors, as the controlling body of the Texas Association of School Business Officials, realizes that the establishment of long-range policy is its most important single function. By the establishment of such policies, in written form, the employees of the Board may proceed with the assurance they are administering the Association in accordance with the wishes of the governing body.

The application of board policies to individual problems is an administrative detail to be performed by the Executive Director, who is held responsible for the effective administration and supervision of the Association, insofar as it is practicable.

The formal adoption of policies shall be recorded in the minutes of the Board of Directors. Only those written statements so adopted and recorded shall be regarded as official board policy.

### ***Adoption and Amendment of Policies and Administrative Regulations - 1622***

The Executive Director shall recommend policies for adoption to the Board, and shall administer policies enacted by the Board. Where no policy exists, the Executive Director shall use his or her best judgment to operate the Association in a prudent and business-like manner as he or she sees fit and proper.

The adopted policies shall represent a combination of the judgment of the members of the Board and the judgment of the Executive Director and his or her staff, adopted officially as board policy. Having determined its policies, the Board shall stand squarely behind those employees whose work it is to put the policies into practice.

It is the fundamental belief of the Board of Directors that it can function effectively only as a policy making body, and that the adoption of administrative regulations should be the responsibility of the Executive Director.

The Board hereby delegates to the Executive Director the function of formulating the administrative rules and regulations to carry out the policies. These rules and detailed arrangements shall be the specifications for a required action as designated by the board policy.

## **Board Operating Procedures - 1650**

Operating procedures will be reviewed and updated annually and will be part of the Board orientation process.

Items shall be placed on the board agenda only by the Board President or by a majority of the Executive Committee. If requested by two Board Members, an item may be removed from consent and placed as an action item.

Subject to consent by the members of the Board, the Board President or Executive Director may from time to time call a meeting to be held remotely using a suitable electronic communications system that enables each person entitled to participate in the meeting to communicate concurrently with the other participants. If voting is to take place at the meeting, reasonable measures shall be implemented to verify that every person voting at the meeting by means of remote communications is sufficiently identified and a record must be kept of any vote or other action taken. Notice for a meeting conducted remotely shall list the type of communication system to be used and shall state how to access the system.

Personal interaction and face-to-face communications are invaluable to the success of the Board and its meetings. Occasional virtual attendance at a meeting by a Board Member is sometimes necessary, however. In such instances, a Board Member may participate remotely by video or telephone conference call, or by another suitable electronic communications system as long as the system allows concurrent communication among all members participating at the meeting. Remote participation in a meeting shall constitute presence in person at such meeting and is contingent upon extenuating circumstances as approved by the Executive Committee.

At the beginning of each meeting, announcements will be made to inform Board members in attendance if other members of the Board will be unable to attend the meeting.

Each agenda will include the Board Operating Procedures and the Board Member Professional Standards.

The Board may go into closed session at any time the majority of the Board deems it necessary.

The Executive Directors' evaluation and discussion of staff salaries will be held in closed session.

TASBO members may address the Board on an issue by completing a request card and giving the card to the Executive Director before the meeting begins. Each speaker is limited to 3 minutes. If 3 or more persons sign up to address the Board on a single item, a spokesperson will be selected to speak for the group.

### **General Board Guidelines**

A TASBO director shall not participate in a discussion or vote on a matter in which the director has a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of duties and responsibilities or that creates a conflict with the best interest of TASBO. A director who believes he or she has or

may have a conflict of interest shall disclose the interest to the TASBO President and Executive Director prior to the meeting.

All requests for reports or information from the staff, outside of routine information that is readily available, must have the approval of the Executive Committee.

If an employee should want to contact a Board Member concerning a problem, the Board Member is to remind the employee of the due process procedure and the Board Member must remain impartial. The employee should be referred to the appropriate person in the chain of command. The Board member is encouraged to talk with the Executive Director in a timely fashion concerning the matter.

If a member brings a request or complaint to a Board member, the Board member is to remind the member of the due process and that the Board Member must remain impartial in case the situation goes before the Board. Refer the member to the appropriate person in the chain of command. The Board Member shall inform the Executive Director of the complaint as soon as possible. When appropriate, the Executive Director shall communicate with the member in a timely manner and follow-up with the Board member.

Members who serve on the TASBO Board of Directors, will conform to the Board Member Professional Standards in addition to compliance with the Code of Ethics and Standards of Conduct for all TASBO members.

Board members will attend meetings and come prepared for meetings. Absent extenuating circumstances as determined by the Executive Committee, if a Board member is unable to attend two (2) called meetings in a Board year, it will be assumed that they have resigned his or her position on the Board.

### **Process to Evaluate the Executive Director**

The Board of Directors will evaluate the Executive Director on an annual basis. Such evaluation will be performed prior to contract renewals or extensions. The Immediate Past President will coordinate the evaluation process and the President will communicate evaluation results to the Executive Director. A Board Member, who has not been on the Board for an entire year, will not participate in the evaluation process.

The evaluation process should include the following:

1. A review of the evaluation instrument will be conducted by the Board.
2. Revisions to the evaluation instrument will be agreed upon by a majority of the Board.
3. The final approved evaluation instrument will be provided to the Executive Director before the period under review commences.
4. The evaluation of the Executive Director will be scheduled no later than October 31<sup>st</sup> of each year during which time the respective roles for the Executive Director/Board Relationship shall be reviewed and appraised.
5. The Board of Directors will meet with the Executive Director in closed session to review the items on the evaluation instrument with the Executive Director given an opportunity to provide input regarding items included on the evaluation instrument.
6. The Board of Directors will continue the evaluation in closed session without the presence of the Executive Director and will reach consensus on the rating for each item included on the evaluation instrument.

7. The Board of Directors may also consider revisions to the evaluation instrument for the subsequent year's evaluation prior to the beginning of each fiscal year. Any revisions are to be communicated to the Executive Director.
8. The President of the Board will review the completed evaluation instrument with the Executive Director.

## **Harassment Policy - 1651**

It is the Association's policy to prohibit unlawful harassment of any individual by another person on the basis of any protected classification. The Association believes that every member and employee has the right to work, learn and participate in an environment free of unwelcome verbal or physical conduct that harasses, disrupts, or interferes with the individual's work or professional performance or which creates an intimidating, offensive, or hostile environment. As such, the Association will not tolerate its employees or members engaging in this type of behavior. The purpose of this policy is not to regulate our employees' or members' personal morality, but to ensure that in the workplace or during TASBO activities, whether at TASBO offices or not, no one harasses another individual.

This policy shall apply to members, employees, and visitors engaged in any Association activities whether at the Association's offices or other locations.

### **A. Prohibited Conduct**

All types of harassment are prohibited, including, but not limited to, sexual harassment. Harassment on Association premises or at any TASBO function is prohibited. This policy prohibits any harassment, which is defined as verbal, physical, or visual conduct, that belittles, demeans, threatens, or intimidates an individual based on race, color, sex, religion, national origin, age, or disability.

### **B. Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes, or other forms of communication or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment that belittles, demeans, disparages, threatens, or intimidates an individual based on sex, when:

1. The advances, requests, or conduct interfere with the individual's work or performance of TASBO duties or create an intimidating, hostile, or otherwise offensive working or Association environment;
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment or participation in a TASBO program or event; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or membership decisions or for academic evaluation or advancement.

### **C. Sanctions**

TASBO is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of their

Association employment, membership or affiliation. Sanctions against a board member, a committee member, or any member appointed to a leadership group or position by the TASBO Board of Directors or TASBO President may include, but are not limited to, Board issued oral or written warnings and/or removal from the leadership position. Individuals who make complaints in bad faith may be subject to disciplinary action.

#### **D. Complaint Procedure**

Any person who believes he or she has been or is being subjected to any form of harassment in violation of this policy is encouraged to directly inform the offending person that the conduct is unwelcome and must stop. If the person who believes he or she is being harassed is uncomfortable approaching the offending person, the meeting is unsuccessful, or the conduct continues, he or she will report the matter to the Executive Director, President of TASBO, member of the Executive Committee, or, if the conduct occurs at a TASBO-managed event, a TASBO staff member. Any third party who knows of or suspects the occurrence of harassment is encouraged to report the matter as set out above. Nothing in this policy will require the person alleging harassment to present the matter to the person who is the subject of the complaint.

#### **E. Investigation**

Upon receipt or notice of a report, the Association will determine whether the allegations, if proven, would constitute prohibited conduct as defined by applicable law and this policy. If so, the Association will undertake an investigation. All employees are required, and members are expected to fully cooperate in any such investigation. The Executive Director and President of TASBO will confer with legal counsel to initiate an investigation. Because the Association must rely on the information obtained during the investigation to evaluate whether harassment occurred, it is the obligation of the complainant, the accused and all witnesses to cooperate fully and be completely truthful with the investigators. At the conclusion of the investigation, the affected individual will be notified of the outcome. The Board will be notified of the outcome at the discretion of the Executive Director and TASBO President.

#### **F. Protection from Retaliation**

Retaliation for any good faith report of harassment is prohibited. Any person who believes he or she was subjected to such retaliation or further harassment should immediately follow the same reporting procedure as that set forth above for reporting harassment. Confirmed acts of retaliation will be treated in the same manner as confirmed harassment.

#### **G. Confidentiality**

To the fullest extent practical, all reports and any associated information relating to the investigation of harassment will be kept confidential. All Board Members who receive information concerning alleged or actual harassment must keep such information strictly confidential and only discuss such information in the appropriate Board meetings.

## **Conflict of Interest - 1652**

The purpose of the conflict of interest policy is to protect the Association's interest when entering a transaction or arrangement that presents potential conflicts of interest relating to a Board Member of the organization. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

This policy has been developed because conflicts of interest commonly arise and do not need to present a problem if they are openly and effectively managed. It is the policy of the association and a responsibility of the Board, that ethical, legal, financial or other conflicts of interest are avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the organization. TASBO will manage conflicts of interest by requiring Board Members to avoid conflicts of interest where possible, and properly identify and disclose any conflicts of interest.

### **Definition of Conflict of Interest**

A conflict of interest occurs when an individual's personal interests conflict with their responsibility to act in the best interests of the association. Personal interests include direct interests as well as those of family, friends, or other organizations an individual may be involved with or have an interest in. It also includes a conflict between a Board member's duty to the association and another duty that the Board member has to another organization. A conflict of interest may be actual, potential or perceived and may be financial or non-financial. The term "conflict of interest" includes, but is not limited to, circumstances where a TASBO Board member, or a member of his or her immediate family:

- Owns any financial or proprietary interest in an entity supplying, or seeking to supply, goods or services to TASBO or its members;
- Receives any substantial benefit from a third party attributed to that party's past, present, or future business relationship with TASBO;
- Receives any substantial financial benefit from a pending decision of TASBO;
- Serves as an officer, director or committee member of any competing organization, i.e. any nonprofit or business enterprise whose purposes, products, and/or services compete with those of TASBO.

### **Procedures**

Each year, Board members will submit a Conflict of Interest Disclosure Form. Additionally, before any discussion or action on an item, Board members are required to disclose potential conflict of interests and material facts regarding the conflict to the President of the Board, or another un-conflicted Board Member. The President of the Board should report to another un-conflicted Board Member. Once the conflict of interest has been appropriately disclosed, the Board (excluding any conflicted Board Member) must vote on the matter to determine whether the conflict needs to be avoided or simply documented in Board minutes. If the Board determines the conflict is substantial and warrants avoidance, the conflicted Board member may not participate in any deliberations or votes regarding the affected transaction. If the Board member merely discloses the existence of the conflict or potential conflict but does not disclose all material facts, then the Board member shall be prohibited from participating in any manner or form in the deliberations or decisions regarding the affected transaction.

The Board of Directors will continue to monitor compliance and will review the policy on an annual basis to ensure that the policy is operating effectively.

## ***Meetings, Minutes and Rules of Order - 1671***

### **MEETINGS**

The annual meeting of the members shall be held as designated by the Articles of Incorporation at the time and place established by the Board of Directors. Annual meetings (conferences) shall be established by a current Board at least five years in the future.

Site selection for all meetings shall be recommended by the Executive Director based upon the adequacy of facilities for each meeting. Final site selection for the annual meeting shall be approved by the Board of Directors.

Special meetings of the Board of Directors may be called by, or at the request of, the President, or by a majority of the Board of the Directors.

At the Annual Conference or any special meeting, a quorum shall consist of a majority of the members registered as determined by the President or presiding officer of the meeting.

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

### **PREPARATION FOR MEETINGS**

A board member should receive an Agenda for the next meeting of the Board three (3) days in advance of the meeting.

Accompanying the Agenda should be all of the necessary information about each item to contribute towards an intelligent decision on any issue to be discussed.

A board meeting packet should also contain the Executive Director's recommendations, along with reasons for the position taken, on any matter requiring board action.

### **MINUTES**

1. The Executive Director shall prepare the minutes of all regular and special meetings of the Board of Directors. The names of those who make motions, those who second the motions and whether the motion passed or failed shall be recorded.
2. The minutes of the preceding meeting(s) shall be approved by the Board at the next regular Board Meeting.
3. All documents that are noted to be a part of the minutes shall be attached to the original copy of the minutes.
4. The original minutes, attachments and agendas shall be maintained in the official records at TASBO Headquarters.
5. Copies of all minutes shall be posted for members online.

6. Copies of the regular and/or special meetings of the Association shall also be handled identically and filed chronologically in the manner prescribed for Board Minutes.
7. Taped recordings of all meetings shall be erased or destroyed after the Board has approved the minutes, unless it is known that a governmental investigation or litigation involving TASBO is either underway or there is some reason to anticipate action of this nature.

#### **PARLIAMENTARIAN/RULES OF ORDER**

The Immediate Past President shall serve as the official Parliamentarian of the Association. Robert's Rules of Order shall be followed in all instances not covered by the By-laws.

### ***Legislative Activities – 1711***

The Association will provide information regarding legislation to members and appropriate individuals, agencies, commissions, associations and other organizations to increase the awareness of the impact of anticipated legislation, rules, and regulations.

### ***Relations with Agencies and Organizations - 1712***

In order to promote the highest possible standards for public education in the state, it is the policy of the Texas Association of School Business Officials to maintain a close and harmonious relationship whenever or wherever possible with other organizations related to and supporting public education.

It shall be the policy of the Association to attempt to support and cooperate with the State Board of Education, the State Comptroller, Commissioner of Education, the Texas Education Agency, the Texas Teacher Retirement System, and other pertinent state and federal agencies whenever and wherever possible.

*Amended: October 1, 2019*

***Relations with Association of School Business Officials International - 1713***

The Texas Association of School Business Officials shall maintain an affiliation with the Association of School Business Officials International.

The Association shall support eligible candidates from Texas for the ASBO International Board of Directors according to guidelines established by the Board of Directors. Candidates shall notify the Association no later than one-year in advance of the filing deadline for a position on the ASBO International Board of Directors.

The Board President shall appoint a committee of past members of the Board of Directors to interview and approve a candidate in the event more than one member of the Association is interested in running for a position on the ASBO International Board of Directors.

*Amended: October 1, 2019*

***ASBO Membership for the Executive Committee of TASBO - 1714***

TASBO shall pay the ASBO yearly dues of each Executive Committee Member on the TASBO Board.

*Amended: October 1, 2019*

## ***Antitrust Avoidance - 1751***

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 employees 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.

***Public Communication - 1781***

The Texas Association of School Business Officials is committed to disseminating information about its programs, services, events, products, and other activities to its stakeholders and to be responsive to news media inquiries. In order to avoid multiple or conflicting “positions” as well as to facilitate a clear and consistent voice, it shall be the policy of the Board that only the President, the Executive Director, or designee shall speak for and in the name of the Association to the public and news media. On a case-by-case basis, other Board members or staff may be asked by the President or Executive Director or designee to act as a spokesperson depending on their expertise on an issue.

Nothing in this policy is intended to affect an individual’s rights to express their personal views as long as those views are not attributed to the Association either directly or indirectly.

*Amended: October 1, 2019*

## **OPERATIONS, BUSINESS AND SUPPORT SERVICES - 2000**

### ***Executive Director Responsibilities - 2011***

Basic Function: The Executive Director is appointed by the Board of Directors, serves as the administrative officer of the Association, and is a member of the Executive Committee. In addition to the duties and authority set forth in TASBO's Articles of Incorporation and Bylaws, the Executive Director shall:

#### Primary Responsibilities:

1. Serve as chief executive officer and administrative representative of the Association, administering and coordinating all activities of TASBO, implementing all decisions of the Executive Committee and/or Board of Directors.
2. Employ and administer an office staff for positions approved in the annual budget, and be responsible for the supervision of the staff, administration of all employment policies and guidelines, and the settling of grievances and personnel problems.
3. Ensure that the Executive Committee and/or the Board of Directors are fully informed of the conditions and activities of TASBO together with such recommendations as deemed necessary.
4. Plan, formulate and recommend for approval to the Board basic programs designed to further the objectives of TASBO.
5. Prepare an annual budget necessary to meet the estimated needs for the ensuing year and administer the budget as approved by the Board of Directors.
6. Ensure that all statutory laws and the Bylaws and Policy Manual governing TASBO are followed.
7. Establish and maintain working relationships with other organizations and the general public to enhance the position of TASBO and its constituencies in accordance with TASBO policies.
8. Carry out all other assignments as may be delegated by the Executive Committee or the Board of Directors of TASBO.

## **Accounting and Reports - 2012**

### **Basis of Accounting**

The Texas Association of School Business Officials employs the accrual basis of accounting. Under the accrual basis, revenues are recognized in the accounting period in which they become both measurable and available to finance expenses of the fiscal period; i.e., collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenses are recognized in the accounting period in which the liability is incurred. The Association utilizes the same basis of accounting in preparing its program budgets as is used in the accounting system. Budgets are reviewed by the Board of Trustees at regular or called meetings. Equipment with a cost of \$ 5,000 or more is capitalized and is recorded in the accounting system as fixed assets at cost. Depreciation is provided for in amounts sufficient to relate the cost of equipment to operations over the estimated service lives using the straight-line method. Depreciation is a line item in the operational budget.

### **Financial Reports**

Copies of all financial statements including Balance Sheets and Budget Balances shall be submitted to the Board of Directors as soon as possible as the books and accounts are closed each month.

### **Return of Organization Exempt From Income Tax**

The Executive Committee of the Board will review the 990 forms prior to submission to IRS and the 990 forms will be provided to all Board members at the next regular Board meeting.

### **Net Assets**

The undesignated or unreserved Net Assets target for the Association shall be no less than an amount equal to total dues received in the prior year and no more than an amount equal to 100% of the operating expenses for the current year's budget.

Net Asset amounts in excess of these amounts may be retained as Designated Net Assets provided the Board of Directors designates for:

- A. an Identified specific purpose, or
- B. investment in programs/organizational improvements.

### **Audits**

At the close of each fiscal year, the financial accounts and records of the Texas Association of School Business Officials shall be audited in accordance with generally accepted principals and standards by a qualified and licensed Certified Public Accountant.

Copies of the Audit Report shall be furnished to the Board of Directors for approval.

**Audit Committee**

The Audit Committee shall be comprised of the Board of Directors as a Committee of the Whole.

### **Investment Objectives - 2061**

The Executive Director or designee shall serve as the investment officer of the Association and invest Association funds in legally authorized and adequately secured The following positions are authorized to be signers on accounts, manage accounts, and invest funds on behalf of the Association:

1. Executive Director
2. Deputy Executive Director
3. Chief Financial Officer

The investment policy of the Association shall be to:

1. Assure the safety of the invested funds of the Association;
2. Maintain sufficient liquidity to provide adequate and timely working funds;
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with Association operating requirements;
4. Match the maturity of investment instruments to the projected cash flow requirements;
5. Diversify investments as to maturity, instruments, and financial institutions;
6. Actively pursue portfolio management techniques; and
7. Avoid investment for speculation.

#### **AUTHORIZED INVESTMENTS:**

The Association's investment portfolios, in aggregate, will be diversified to limit market and credit risk by observing the limitations stated below. Although selection of specific investment instruments is a function of investment management, these selections will meet criteria and be confined to the following types of investment instruments:

<b>Security</b>	<b>Maximum Stated Maturity</b>	<b>Issuer Limitations</b>
U.S. Treasuries Securities	2 years	None
U.S. Agencies	2 years	No more than 60% of the total portfolio may be invested in the obligations of any one issuer.  The Association may not own more than 10% of any single issue.
Certificates of Deposit and Money Market Accounts	2 years	100% federally insured at commercial banks, savings and loan institutions or credit unions. (Will not exceed \$250,000 at any institution)
Money Market Mutual Funds	N/A	The Association may not own more than 2% of the total assets of any one money market mutual fund unless specifically authorized by the Board of Directors.

## SAFETY AND INVESTMENT MANAGEMENT:

The designated investment officer will exhibit prudence and discretion in the selection and management of securities. Such skill and judgment will be exercised in order that no individual or group of transactions shall be undertaken that would jeopardize the total capital sum of the overall portfolio. The Association will not allow speculation (such as anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The designated investment officer will observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

## LIQUIDITY:

To meet the investment objectives of the Association, the maturity of investments shall be targeted to coincide with the projected cash flow needs of the Association. Assets of the Association shall be invested in instruments whose maturities do not exceed 24 months at the time of purchase. The investment portfolio shall be diversified to reduce the risk of loss of investment income from over-concentration of assets in a specific class of securities. Nevertheless, the Association recognizes that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return.

Also, it is intended that investments in all funds shall be managed in such a way that any market price losses resulting from interest-rate volatility shall be offset by income received from the balance of the portfolio during a 12-month period.

## INVESTMENT ALLOCATION

The strategic investment allocation decision has historically been the primary determinant of performance. The individual funds or securities TASBO chooses to invest in are not nearly as critical as maintaining the appropriate allocation among money market and other investments in connection with diversification goals. The following investment classes will be used to achieve the objectives of TASBO:

- Money Market 1
- Money Market 2
- Government Securities/Certificate of Deposits Category (not to exceed 24 month's maturity)

TASBO has determined that the following strategic investment allocation policy is currently appropriate.

<i>Strategic Investment Allocation</i>	
	Max.
<u><i>Investment Class:</i></u>	
Money Market 1	30%
Money Market 2	30%
Government Securities/Certificate of Deposits Category	None

## INTERNAL CONTROLS:

A system of internal controls shall be documented in writing and shall be designed to prevent losses of funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the Association. Controls deemed most important shall include:

1. Control of collusion;
2. Secondary authority for transfer of funds from Association bank or brokerage accounts;
3. Secondary review of transactions;
4. Custodial safekeeping;
5. Avoidance of bearer-form securities;
6. Clear delegation of authority;
7. Specific limitations regarding securities losses;
8. Written confirmation of telephone transactions;
9. Limiting the number of authorized investment officials; and
10. Documentation of transactions and strategies.

These controls shall be reviewed periodically by the Association's independent auditing firm.

## PROTECTION OF ASSETS:

The Association will carry Employee Dishonesty Coverage to protect the assets of the Association.

## PORTFOLIO REPORT:

A management portfolio report shall be prepared by the Association Investment Officer relating to investments of the Association on at least a quarterly basis. A comprehensive report on the investment program and investment activity shall be presented annually to the Board by the Association Investment Officer. The annual report shall include a review of the activities and yield return for the preceding twelve months and suggest policies and improvements that might enhance the investment program.

## ***Depository - 2063***

### *Selection*

A depository will be selected for the Association based on services offered and opportunities for efficiency and appropriate interest earnings. Balances of any account will not exceed Federal Deposit Insurance Corporation (FDIC) coverage at any one time:

#### TASBO Checking Account

This account is used for all deposits and payments for the non-restricted fund.

#### TASBO Foundation Account

All deposits for scholarship donations are placed in this account. Scholarship expenses will be transferred out of this account into the Checking Account for distribution.

### *Signatures/Facsimiles*

All checks are authorized by the Executive Director, Deputy Executive Director or the Chief Financial Officer. Checks must be signed electronically in accordance with procedures approved by the external auditing firm selected to audit the financial records.

Transfers are limited to the Accounts listed above and those authorized by Board Policy 2061, *Investment Objectives*.

### *Authorized Signatures*

The Executive Director, Deputy Executive Director and Chief Financial Officer shall serve as the authorized check signers for the Association.

## ***Budget- 2064***

### *Budget Planning*

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the Association's programs and activities and provides the necessary resources to implement them. The budget shall be guided by the adopted Strategic Plan.

### *Authorized Expenses*

Once the Board of Directors has approved the Budget, the Executive Director shall be authorized to expend association funds as provided within the budget.

The Executive Director shall present to the Board of Directors any amendments to the budget deemed necessary for the prudent management of the Association as often as required. Expenses may not exceed amounts as itemized in major categories of the budget without the express consent of the Board of Directors. Major categories include:

- 61000 – Payroll Costs
- 62000 – Contracted Services
- 63000 – Supplies, Dues, Software
- 64000 – Travel and other expenses

In the event of the death or incapacity of the Executive Director as established by the Board of Directors, the Deputy Executive Director shall authorize expenditures of funds until a new Executive Director has been appointed.

## ***Travel - 2065***

### *Travel Expenses*

The Board of Directors authorizes the Executive Director to reimburse travel and consulting expenses of any Association member or consultant who has been assigned duties for the Association and where funds have been budgeted. The Executive Director shall establish administrative regulations for expense reimbursement in compliance with standard accounting procedures.

Sufficient funds shall be budgeted annually for reimbursement of travel expenses for officers and directors related to travel to affiliate and committee meetings related to their capacity as a Board Member.

Each Board Member shall be allocated up to \$2,000 to offset the cost of attending one of the following ASBO events - ASBO Annual Conference, ASBO Leadership Conference or ASBO Eagle Institute.

In addition, the travel expenses for the ASBO Annual Conference shall be paid in full for the President of the Association. The Association shall also provide for the travel expenses of the Vice-President and President-Elect to attend the Eagle Institute one time during their tenure and for the President, President-Elect, and Vice President to attend the ASBO Executive Leadership Forum and Board Training Workshop schedule permitting.

The Executive Director or Designee will approve expenses for the Board of Directors.

The Board President or Deputy Executive Director shall approve expenses of the Executive Director.

***Directors and Officers Insurance - 2067***

It shall be the policy of the Texas Association of School Business Officials to indemnify and protect the Association, the members of the Board, employees and volunteer personnel against suits for damages sought for negligence or wrongful acts alleged to have been committed or omitted in the scope of their duties or employment with the Association.

The Executive Director shall purchase the necessary insurance coverage to institute this policy.

Legal representation will be retained and compensated by the Association to defend the Association, members of the Board, employees and volunteer personnel when necessary.

## ***Records Retention and Filing- 2068***

### ***REQUIREMENTS***

The Association will use the Texas State Library and Archives Commission Local Schedule GR: Records Common to All Local Governments as its primary source for the management of Association records.

### ***ELECTRONIC FILING OF DOCUMENTS***

TASBO records may be stored electronically in addition to or instead of source documents in paper or other media, and will be handled in a manner similar to the requirements set forth for local governments. All electronically stored documents are considered originals.

*Approved: July 29, 2019*

## ***Crisis Communications - 2071***

A *crisis* is any unplanned event that can cause deaths or significant injuries to employees, members, or other stakeholders; or a) can shut down or disrupt TASBO's operations, b) cause physical or environmental damage, or c) threaten the Association's financial standing or public image.

*Crisis communications* is the process of managing the strategies, messages, distribution channels, and timing necessary to communicate effectively and quickly with the media, staff, members, other stakeholders, and general public.

The purpose of this policy is to assure existence of appropriate plans, procedures, and staff training to provide effective implementation of such plans when faced with emergency or crisis situations.

The Executive Director or designee shall develop a crisis management and communications plan to identify communication strategies and general procedures to be taken in the event of an emergency or crisis. The plan shall specify members of the Association's Crisis Management Team and the primary spokesperson to whom all media inquiries shall be routed in the event of a crisis.

## **PERSONNEL - 3000**

### ***Personnel - 3121***

#### **Hiring and Termination of Employees**

The Executive Director shall employ all personnel of the Association and will keep the Board of Directors informed regarding personnel employed and changes in personnel. The Executive Director is authorized to terminate any employee of the Association for cause.

#### **Compensation and Benefits**

Changes in compensation, benefits, sick and vacation leave shall be included in the Annual Budget and approved by the Board.

#### **Evaluation/Supervision**

The evaluation of all Association staff shall be the responsibility of the Executive Director.

The Executive Director may delegate this responsibility to supervisors for staff subordinate to them.

#### **Personnel Management**

Policies related to personnel management are included in the Employee Handbook.

***Federal Investigations and Bankruptcy - 3131***

Anyone who knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document or tangible object with the intent to impeded, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any bankruptcy case, or in relation to or contemplation of any such matter or case, shall be fined, imprisoned not more than 20 years or both. *18 U.S.C. 1519*

## **PROGRAMS AND SERVICES - 4000**

### ***Listing of Current Programs and Services - 4010***

TASBO will offer programs and services as listed below and may from time to time include additional programs and services.

1. Membership
2. eLearning Opportunities
3. Workshops
4. Academies
5. Conferences
6. Webinars
7. Management Review and Consulting Services
8. Mentoring and Leadership Development
9. Certification Program
10. Center for School Finance
11. Award Programs

*Amended: October 1, 2019*

## ***Certification Program - 4012***

In accordance with the aims and objectives of the Texas Association of School Business Officials Articles of Incorporation, the Board of Directors has established a program of certifying three different levels of school business professionals. The criteria for certification shall be determined by the Professional Certification Committee and approved by the Board of Directors. Details related to the program are included in the Certification Manual.

## ***Awards and Recognitions - 4020***

The Association shall recognize leaders of the Association annually.

Unless otherwise specified, a nomination for a TASBO award may be made by school districts, charter schools, governmental entities, TASBO Research Committees, Standing Committees or Affiliates. Awards shall be presented at the Association's Annual Conference except for the Pathfinder Award which shall be presented at the Operations Conference.

All nomination and application forms must be submitted to the Executive Director. Unless otherwise specified, the nominations shall include a letter of recommendation from the employee's immediate supervisor.

The Association shall make a \$2,000 donation to the TASBO Scholarship Fund in honor of the award recipients.

The Board of Directors shall review the criteria for each award no less than every three years.

### **COMMITMENT TO EXCELLENCE AWARD**

This award was suspended by the Board of Directors in 2024.

### **RISE AWARD**

This award is given annually to recognize TASBO member(s) early in their careers based on criteria below. The award is presented at the Annual Conference and is ideally limited to no more than ten (10) honorees.

#### Eligibility

- Nominee shall be an Active Member of TASBO
- Nominee shall have been a member for less than seven (7) years as of August 31st.
- Nominee has not served on the TASBO Board of Directors
- Nominee is not running for a position on the TASBO Board
- Nominee is certified or actively pursuing certification.
- Nominee has attended at least one in-person TASBO event, excluding affiliate meetings, in the previous three years.

#### Application

Nominations shall be due by September 15<sup>th</sup>. Nominees shall submit their resume and answers to questions outlined in the application by October 15<sup>th</sup>.

#### Selection Process

The Immediate Past President shall chair a committee comprised of three past board members who will be tasked with interviewing and selecting the RISE honorees. The interviews shall be conducted via zoom; however, the committee shall meet in person to conduct and score the interviews.

## **PUBLIC EDUCATION AMBASSADOR AWARD**

This award will be given annually to recognize TASBO member(s) who are actively involved in TASBO and a leader in public education in their district or region.

### Eligibility

- Nominee shall be an Active Member of TASBO
- Nominee shall have been a member for more than seven (7) years as of August 31st.
- Nominees must be certified. Preference shall be given to those individuals who have a CTSBO or higher level of certification.
- Nominees shall meet at least one of the following additional criteria
  - Served as an Officer of a Committee or Affiliate
  - Presented at a TASBO Conference, Academy, Workshop or Webinar
  - Served as an instructor for a TASBO certification course; or,
  - Written curriculum for a TASBO certification course.
- Nominee is not running for a position on the TASBO Board
- Nominee has not served on the Board of Directors for the past two years

### Application Process

Nominations shall be due by September 15<sup>th</sup>. Nominees shall submit their resume and answers to questions outlined in the application by October 15<sup>th</sup>.

### Selection Process

The Immediate Past President once removed shall chair a committee comprised of three past board members who will be tasked with interviewing and selecting the Public Education Ambassador honorees. The interviews shall be conducted via zoom; however, the committee shall meet in person to conduct and score the interviews.

## **LEGACY AWARD**

This award is presented to no more than three individuals annually for their service to TASBO and public education. This award will be presented at the Annual Conference.

Board members shall nominate individuals for consideration and selection at the December Board Meeting. Board members and officers are not eligible for consideration until two years after the end of their term.

The Legacy Award will be based upon Board nomination and consideration. No application is necessary. Board members shall submit their nominations to the Board President by October 1<sup>st</sup>.

## **PATHFINDER AWARD**

A maximum of three awards will be given at the Operations Conference annually. The award will recognize a department or individual. Individuals do not have to be certified for recognition but must be an active member of TASBO.

Recognition shall be given for innovative practices; response to unprecedented situations (fire, storm, extreme growth or decline in enrollment); or connection to students and staff.

Honorees shall be recognized during the Annual Conference at the Association's discretion.

#### Application

The nominee's supervisor or other District leader shall submit a letter to TASBO nominating an outstanding individual or department by August 1<sup>st</sup>.

#### Selection Process

The Board President shall appoint a committee to review the applications and conduct interviews.

### **CHAMPION OF EDUCATION**

The Board may recognize an individual who has demonstrated an outstanding commitment to public education but is not otherwise qualified for recognition from the Association. Recipients of this honor may not be a member of the Association or currently qualify for membership. This award shall be given to recognize the most extraordinary achievements and shall not be given every year.

### **COMMITTEE AWARDS**

TASBO Research committees are authorized to develop individual awards which recognize outstanding best practices within their committee's scope. The award and criteria for recognition shall be approved by the Board. Honorees shall be recognized during the Annual Conference at the Association's discretion.

### **PRESIDENT'S AWARD**

If the outgoing President so desires, they may present a President's Award to an individual, such as a professional mentor or close colleague, who has made an impact on their career.

### **OUTSTANDING VOLUNTEER**

Association Staff may designate individuals who have unselfishly given of themselves in support of the Association without the expectation of recognition or payment. Such awards shall be at the discretion of the Executive Director.

*Approved: 02/13/2024*

## **Life Membership Outstanding Service Requirements – 4030**

Outstanding Service for Life Membership nominees will be determined by reviewing the nominee's commitment, contribution, and involvement in TASBO.

To qualify for life membership, nominees must have been active member of TASBO for a minimum of ten (10) years.

In addition, nominees must have demonstrated a clear commitment to the mission and values of TASBO by meeting a minimum of three (3) or more of the following criteria:

- Participated as an active member of a TASBO committee or affiliate for five (5) or more years;
- Served as an Officer of a Committee;
- Served as an Officer of an Affiliate Chapter;
- Served as a member of the TASBO Board of Directors;
- Presented at TASBO Annual Conference, Summer Conference, workshop or academy;
- Served as an instructor for a TASBO education course which provided certification credit for participants;
- Written curriculum for a TASBO education course which provided certification credit for participants;
- Volunteered in other activities not included above but are judged to have provided a significant contribution to TASBO and its members.

Nominations for Life Membership will be presented to the Board of Directors for consideration prior to approval.

Past Board Members of the Association in K-12 or Education Service Provider Membership status shall automatically receive Life Membership upon retirement.

Individuals approved after October 3, 2019 for Life Membership who subsequently meet the eligibility requirements for another Membership Category shall be required to set aside their Life Membership until such time, they no longer meet the eligibility requirements for the other Membership Category.

The Board of Directors reserves the right to award an Honorary Life Membership to an individual who has demonstrated exceptional support of school finance and operations but may not necessarily meet all the requirements of Life Membership.

Reference: Bylaws-1101  
Article 2 – Membership

*Amended: August 20, 2021*

## **Partner Agreements – 4230**

TASBO may enter into strategic sponsorship agreements or working arrangements with individuals or other organizations provided the following guidelines are met. Any such arrangements are intended to mutually benefit TASBO, its members, and the participating organizations. Such arrangements may be entered into when it is deemed to be in the best interest of TASBO, its individual members and public education. The TASBO Board of Directors will review contracts and working arrangements according to the following guidelines to protect the valuable name of TASBO and its reputation.

### **Sponsorships**

Strategic sponsorships are agreements between TASBO and sponsors that provide opportunities for branding, networking, sales and customer loyalty to complement the sponsors' business strategies. The products and/or services offered by the sponsor shall be legal and ethical and must be advantageous and appropriate for the majority of Texas School Districts and not favor a select group of districts at the expense of others.

The Association shall create four levels of Sponsorship with increasing levels of financial support and benefits as follows:

The Strategic Sponsor shall be the highest level of sponsorship and is a minimum two (2) year commitment. Strategic sponsors shall receive premium branding on the Association's website, onsite premium conference sponsorship, and premier booth placement at the Annual, Summer, and Maintenance & Operations Conferences along with category exclusivity at select programs and activities.

The Premier Conference Sponsor is a mid-range sponsor program and is a one (1) year commitment. Premier sponsors shall receive early registration for preferred booth placement (after Strategic Sponsors) at the Annual, Summer, and Maintenance & Operations Conferences, and onsite activity sponsorship. Premier sponsors may receive optional placement at Association programs depending upon availability and an increased level of investment.

The Annual Conference Sponsor is an entry-level sponsor program and is a one (1) year commitment. Annual sponsors shall receive early registration for booth placement at the Annual, Summer, and Maintenance & Operations Conference (after Strategic and Premier Sponsors).

The Business Sponsor is a limited sponsorship program with a one (1) year commitment. Business sponsors shall receive a limited number of benefits which may include booth placement at selected events, a pre-determined number of Associate Memberships and advertisement in the Association's periodicals, electronic newsletters and weekly news bulletins.

The Director of Partner Programs shall develop and execute sponsor agreements and shall attempt to align the partner's business strategies with available conferences and programs.

In-kind sponsor benefits shall be extended on a limited basis and shall be accounted for on a quarterly basis by both the Association and sponsor to ensure compliance with Internal Revenue Service guidelines.

The Executive Director shall inform the Board of Directors of all executed Sponsor Agreements and shall present an update on the status of the Sponsor Program at each regularly scheduled Board meeting.

### **Endorsement Contracts**

Endorsement contracts shall be entered into on a limited basis and must comply with the TASBO Articles of Incorporation, applicable laws or Internal Revenue Service Code sections allowed for professional associations.

The requesting organization must be a not-for-profit organization that is exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, a political subdivision of the State of Texas; a political subdivision incorporated pursuant to the authority of chapter 304 of the Texas Local Government Code; or, an agency of the State of Texas.

The products and/or services offered by the sponsor shall be legal and ethical and must be advantageous and appropriate for the majority of Texas School Districts and not favor a select group of districts at the expense of others.

Endorsement contracts shall require the approval of the Board of Directors.

### **Working Arrangements**

Working Arrangements are agreements and/or contracts between TASBO and individuals or other organizations to join in a specific activity for the mutual benefit of both organizations. Each organization shares the risks and benefits of the venture. Risks and benefits do not have to be shared equally. The specific activity will be a product or service that will benefit the TASBO membership and be consistent with the mission, goals, and objectives of TASBO.

#### **Guidelines and Selection Criteria for Working Arrangements**

1. Support of the products and/or services must not favor a select group of school districts at the expense of others.
2. The products and/or services must be advantageous and appropriate for the majority of Texas school districts.
3. The products and/or services must be legal and ethical.

Potential contracts expected to produce revenues or expenditures of less than \$10,000 annually may be approved by the Executive Director. Potential contracts expected to produce revenues or expenditures of \$10,000 or more annually must be approved by the Board of Directors.

All Working Arrangement agreements and/or contracts shall be reviewed annually by the Board of Directors with the ability to cancel the contract at the earliest possible date if the Board so chooses.