

ONTARIO CATHOLIC SCHOOL BUSINESS OFFICIALS' ASSOCIATION
ASSOCIATION DES ADMINISTRATEURS ET DES ADMINISTRATRICES D'AFFAIRES DES ECOLES
CATHOLIQUES DE L'ONTARIO

BY-LAWS

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BY-LAWS

DUTIES OF OFFICERS

ARTICLE 1.1 The President shall preside at all meetings of the Association. He/she shall have general supervision of the affairs of the Association.

ARTICLE 1.2 The Vice-President shall perform such duties as are delegated by the Board of Directors.

ARTICLE 1.3 The Executive Director shall keep a full and accurate record of the proceedings and transactions of all meetings of the Association.

ARTICLE 1.4 The Executive Director shall collect all fees and monies due to the Association and shall account for same in a business-like manner; shall pay all claims and shall have co-signing authority; shall present to the Board of Directors an annual proposed budget not later than October 31st of each year, subject to ratification of the Members at the Annual Meeting; and shall present a financial report at every Annual Meeting of the Association for the consideration and the approval of the Members.

ARTICLE 1.5 The Director shall perform such duties and assume such responsibilities as delegated by the Board of directors.

ARTICLE 1.6 The Past-President shall serve as Chairperson of the Nominating Committee and of the Constitution and By-law Committee.

ARTICLE 1.7 The following officers are authorized to sign cheques:

- (i) cheques not exceeding \$2,000.00, one signature of either the President, Vice President or Executive Director except a signing officer may not sign a cheque payable to himself / herself.
- (ii) cheques in excess of \$2,000.00, any two signatures of the President, Vice-President, Executive Director.

ARTICLE 1.8 The Board of Directors may require fidelity bonding for the Executive Director. Where the Board requires such bonding OCSBOA will be responsible for the cost of the fidelity bond.

ANNUAL FEES

ARTICLE 2.1 The annual dues shall be determined at each annual meeting. Such dues shall apply to the following fiscal year, unless specifically recommended otherwise by the Board of Directors.

ARTICLE 2.2 The annual dues for a Business Associate shall be two times (2x) the annual dues amount for members.

ELECTION OF THE BOARD OF DIRECTORS

- ARTICLE 3.1** The Directors shall be elected by ballot on an alternating annual basis, with four Directors to be elected each year, thereby staggering the term of office for Directors.
- ARTICLE 3.2** Each active member shall be entitled to one vote for up to four Directors per year.
- ARTICLE 3.3** The Vice-President and President shall be elected by the Directors at the First meeting following the election of Directors for a one year term. The Executive Director of the Association shall serve as the Chair until the President is elected.
- ARTICLE 3.4** The President shall be elected first and the Vice-President shall be elected second by the Board of Directors. An individual shall not be elected to the position of President more than two consecutive years.
- ARTICLE 3.5** The term of office for the Directors shall be for two years from the annual meeting after their selection.
- ARTICLE 3.6** To be eligible as a candidate for election to the office of Director, a member must have been a member of the Association for a minimum of one (1) year.
- ARTICLE 3.7** The Chairperson of the Nomination Committee shall appoint a Nomination Committee consisting of no less than three active members. The Nomination Committee shall recommend, at the Annual General Meeting, a list of nominees to the Board of Directors. Nominations will be accepted from the floor before the election takes place.
- ARTICLE 3.8** In the case of a tie, a second ballot will be undertaken for the position to be determined. Should a second tie occur after this second ballot, the names of the nominees will be placed in a hat and the name drawn will be declared the successful candidate.
- ARTICLE 3.9** The term of office for the new Board of Directors shall take effect immediately following the annual meeting.

COMMITTEES

- ARTICLE 4.1** The Board of Directors shall, where in its opinion it is justified, form committees that shall reflect the special interest areas of the membership and school boards.
- ARTICLE 4.2** The Committee Chairperson shall report to the Board of Directors through the assigned Director.

DIRECTORS

- ARTICLE 5** The Directors shall be elected from active members, whose prime responsibilities will be from the following business functions:
- A. Senior Business Official: Finance
 - B. Finance
 - C. Assessment

- D. Personnel
- E. Plant Operations and Maintenance
- F. Purchasing

- G. Transportation
- H. Computers
- I. Other school business functions than those 'A' to 'H' listed above.

FISCAL YEAR

ARTICLE 6 Unless otherwise ordered by the Board of Directors, the fiscal year for financial purposes shall end on August 31st in each year.