

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

# CONSTITUTION

[2003]

## INDEX

Name .....	2
Aims and Objectives .....	2
Membership .....	3
Board of Directors.....	4
Officers .....	5
Executive Director .....	6
Resolutions.....	6
Meetings.....	6
Changes in Constitution and By-Laws .....	6

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DES ECOLES CATHOLIQUES DE L'ONTARIO**

**CONSTITUTION**

**NAME**

**ARTICLE 1** The Name of the Association will be:

Ontario Catholic School Business Officials' Association  
Association des administrateurs et des administratrices d'affaires des écoles  
catholiques de l'Ontario

**AIMS AND OBJECTIVES**

**ARTICLE 2.1** The Association is a professional organization of Catholic Business Officials dedicated to furthering the interests of Catholic education in the area of Business Administration.

**ARTICLE 2.2** The Aims and Objectives of the Association are as follows:

- (a) To arrive at, by group discussion and interchange of experience, measures by which the School Business Officials may offer their School Boards more informed and professional service.
- (b) To assist the Catholic School Trustees of Ontario, by group studies and surveys, on matters of school business administration.
- (c) To keep its members informed and educated by comprehensive and progressive study of school business requirements and the establishments, as far as possible, of efficient standards.
- (d) To work in co-operation with other associations on common problems.

## **MEMBERSHIP**

**ARTICLE 3.1** Membership in the Association shall consist of active and honorary members.

- A. Active membership shall be open to all school business administrative personnel employed by a Roman Catholic School Board in the Province of Ontario or the Ontario Catholic School Trustees' Association.

Active membership shall also be open to Catholics employed in the business function of the Ministry of Education of Ontario or Ministries related to Education.

- B. Honorary membership shall consist of all such persons who have been elected as honorary members by a majority vote of the members present at any regular session of the annual meeting.

Candidates for honorary membership shall be selected by the following procedure:

1] The prospective candidate shall be proposed to the Board of Directors by an active member of the Association 60 days prior to the annual meeting. The proposal shall be in writing, giving full details with respect to the past service of the candidate, highlighting those areas that may warrant acceptance into honorary membership.

2] The Board of Directors shall review all such proposals and, based on the information provided, decide whether or not to recommend the individual for honorary membership at the annual meeting. Only the names of those individuals being recommended for honorary membership shall be brought to the annual meeting. Members submitting proposals shall be notified of the Board's decision.

- C. Associate membership shall be available to all former members of the Association who are retired. The annual membership shall be \$10.00.
- D. A Business Associate membership shall be available to a company/organization or designated representative employed by a company/organization whose business is to provide products and/or services to Catholic District School Boards.

**ARTICLE 3.2** Each person eligible to become an active member and having paid the annual dues for the current year shall be entitled to the privileges of membership.

**ARTICLE 3.3** Each company/organization approved for Business Associate Membership and having paid the applicable annual dues for the current year shall be entitled to the privileges of membership.

Applications for a Business Associate Membership shall be received, reviewed and approved by the Board of Directors to determine appropriateness in keeping with the vision and values of OCSBOA

The Board of Directors reserve the right to revoke or rescind any Business Associate Membership at any time, by resolution of the Board.

## **BOARD OF DIRECTORS**

**ARTICLE 4.1** The business of the Association shall be managed by a Board of Directors consisting of:

[a] the Past President

[b] the President

[c] the Vice-President

[d] six Directors

**ARTICLE 4.2** The Board of Directors shall administer the affairs of the Association and make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into, save as herein provided, generally may exercise all such powers and do all such acts as the Association is authorized to do.

**ARTICLE 4.3** No member of the Board of Directors may receive remuneration for holding of office or for the performance of their duties but shall be entitled to reimbursement for all reasonable expenses incurred in the performance of their duties on behalf of the Association.

**ARTICLE 4.4** Regular meetings of the Board of Directors shall be held at such time, day and place as the Board may determine.

**ARTICLE 4.5** A majority of the members of the Board of Directors shall form a quorum for the transaction of Business.

**ARTICLE 4.6** The Board of Directors of the Association may, by resolution passed by a majority of the members of the Board of Directors, declare a seat on the board vacant where a member of the Board of Directors:

- [a] submits, in writing, a resignation from the office held; or
- [b] fails to attend not less than three consecutive meetings of the Board of Directors without a leave of absence having been granted him/her by the board.

**ARTICLE 4.7** When for any reason, a member of the Board of Directors is unable to complete his/her term of office, the vacancy shall be filled as follows:

- [a] President: the vacancy shall be filled by the Vice-President who will become the President
- [b] Vice-President: the vacancy shall be filled by the members of the Board of Directors by appointing one of its Directors as Vice-President
- [c] Director: the vacancy shall be filled by the Board of Directors from among the active members of the Association unless the vacancy occurs within 90 days of the annual meeting.

**ARTICLE 4.8** Only active members in good standing with the Association are eligible to hold office in the Association or to vote on the business of the Association.

**ARTICLE 4.9** There shall be an Executive Committee consisting of the President, Past-President, and the Vice-President and it shall be empowered to:

- [a] conduct, between Meetings of the Board of Directors, all business authorized by the Board of Directors.
- [b] deal with any urgent matter that might arise between Board meetings and which, in the opinion of the President, warrants attention prior to the next meeting of the Board of Directors.
- [c] represent the Association in meetings with other organizations.

## **OFFICERS**

**ARTICLE 5** The officers of the Association shall consist of the President, Vice President, Past President and six Directors.

## **EXECUTIVE DIRECTOR**

**ARTICLE 6**           The Association may employ an Executive Director. His or her salary shall be approved by a majority vote of the membership at the annual meeting.

The Executive Director shall perform such duties as delegated by the Board of Directors.

## **RESOLUTIONS**

**ARTICLE 7**           All resolutions received in writing by the Board of Directors from any member, 90 days prior to the Annual Meeting, shall be presented to the membership at the next annual meeting with a recommendation of the Board of Directors.

The membership shall receive a copy of such resolutions 30 days prior to the annual meeting.

## **MEETINGS**

**ARTICLE 8**           The time and place of the annual meeting of the Association will be determined at the immediately preceding annual meeting. Notice of Annual Meetings shall be mailed to all members thirty days prior to the date of the meeting. Other meetings may be called by the Board of Directors or by five members in good standing who petition the Board of Directors.

## **CHANGES IN CONSTITUTION AND BY-LAWS**

**ARTICLE 9**           Changes and additions to the Constitution and By-Laws may be made at any annual meeting of the Association. Any proposed change or addition should be submitted to the Board of Directors at least thirty days prior to the annual meeting for inclusion on the agenda. Changes and additions to the Constitution and By-Laws approved at the annual meeting shall take effect immediately following the annual meeting unless explicitly implied that the resolution takes effect immediately.