



Oregon Association of School Business Officials Policies and Procedures Handbook

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PREFACE

The purpose of the Oregon Association of School Business Officials (OASBO) Board of Directors, hereafter referred to as Board, is to conduct the business of the Association as prescribed in the by-laws. Our goal in developing and adopting policy is to provide quality service and programs that provide equal professional growth opportunities to all the membership and to develop and maintain a leadership role with school districts, educational organizations and the public regarding information and future directions of school business operations. In developing and implementing these policies, we seek the cooperative effort of our membership and the educational community.

OFFICIAL ACRONYM

"OASBO" is the official acronym for the Oregon Association of School Business Officials.

OBJECTIVES

The objectives of OASBO shall be:

- A. To provide the means whereby those engaged in the business administration of the public schools of the State of Oregon can meet, discuss, and study all phases of public schools business administration.
- B. To cooperate with any organization for the betterment of public education.
- C. To strive constantly for the highest standards of ethics, efficiency, and economy in business methods and practices.
- D. To provide a program of education that will improve the abilities of individuals in the field of school business administration.
- E. To engage in any and all lawful activities incidental to the foregoing purposes except as restricted herein.

In order to facilitate these objectives, the OASBO Board will work to provide continuing education and networking opportunities for all members. We believe that continued professional development opportunities will, facilitate, a higher skill level, a better understanding of what is necessary to provide a quality education to students, and promote the highest standards of professional ethics.

We also believe that the community of school business officials can be a significant resource to the various stakeholders in Oregon who are focused on quality educational programs for all students. To that end, the Board will work to build partnerships with these stakeholder groups, provide opportunities for training, professional networking, and sharing of information.

MISSION STATEMENT

OASBO's mission is to support public education by providing resources, programs, activities and training for business officials.

POLICY ADOPTION AND REVISION

The Board is responsible for the development, adoption and revision of association policy. In order to propose a new policy or revise an existing policy, the following procedures must be followed:

- A. Recommendations for a new policy or the revision of an existing policy must be submitted, in writing, to the Immediate Past President at least thirty (30) days prior to the next regularly scheduled Board meeting.
- B. The proposal should be written in clear, concise and understandable terms. A proposed revision must include the current policy and clearly specify the words/lines/sections for revision.
- C. The Immediate Past President shall forward a copy of the proposed policy or policy revision to the OASBO Executive Director within 1 week of receipt of the proposal. The Executive Director and Immediate Past President will then develop and forward the proposal(s) and recommendation(s) to the full Board no less than one week prior to the next scheduled Board meeting.
- D. The Board will review and discuss the proposed policy or policy revision at their next scheduled Board meeting.
- E. The proposed policy or policy revision may be amended and/or acted upon as submitted. A majority vote of voting members of the Board is required for adoption

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SERIES 100 - BOARD GOVERNANCE

#100 – BOARD OF DIRECTORS

The Board of Directors is the governing body of the Association. The Board consists of ten (10) voting members including the President, President-elect, Treasurer, Immediate-Past President, Associate Member Representative, and the Director from each of the 5 zones designated in the state. In addition, the Executive Director shall serve as an ex-officio non-voting member of the Board.

The Board shall have the authority to:

- A. Carry on the necessary business of the Association between special and annual meetings thereof. The Board may adopt such policies and procedures deemed necessary for the conduct of its business and may, in the execution of powers granted, delegate certain of its authority and responsibility to the Executive Committee.
 - a. Policy Making - Planning is basic to all activities while policy determines what shall be done and establishes procedures for accomplishing the tasks. The Board of Directors is the policy making organization and delegates the operation of the Association to the Executive Director.
- B. Contract for the services of or employ an Executive Director to carry on the daily operations of the Association.
 - a. Executive Director - It is the responsibility of the Executive Director to place into operation the Board's plans and policies, keep it informed, and to provide creative leadership for the Board and the profession.
- C. Oversee the management of Association finances and property.
- D. Meet at least three times each year, including one general meeting to be held in conjunction with the annual summer conference, and at other times when called by the President, or upon request of not less than three members of the Board of Directors. Meeting requests by other than the President shall be made in writing to the President. This request may be done via e-mail, fax, or letter.
- E. Determine the place, date and hour of regular meetings of the Association and serve or cause to be served proper notice to the membership.
- F. Adopt an annual budget for the Association and require an annual audit of the books of the Association to be completed by the Audit Committee.
- G. Determine the site of the head office of the Association.
- H. Establish those committees it deems necessary to carry out the Association's business and affairs.

#101 – EXECUTIVE COMMITTEE

The Executive Committee shall consist of five members of the Board of Directors, including the President as Chairman, the President-Elect, the Treasurer, the Immediate Past President, and the Associate Member Representative as well as the Executive Director who shall serve as an ex-officio member. The Executive Committee may act, pursuant to delegation of authority by the Board of Directors, between board meetings. Actions of the Executive Committee shall be reported to the Board as soon as practical following any action but not later than the next board meeting.

The Executive Committee shall recommend a budget to the Board for approval each year.

#102 - OFFICERS AND DIRECTORS

The officers of the Association shall be President, President-Elect, Treasurer, Immediate Past President, and Executive Director-Corporate Secretary.

Selection of Officers and their terms are defined in the Constitution and Bylaws which are included as Appendix A of this document.

Duties of the Officers include but are not limited to:

- A. President shall preside over all meetings. The president shall also be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of the president.
- B. President-Elect shall assume the duties and responsibilities of the president in the president's absence and shall assume all other duties that usually pertain to the office of the vice-president.
- C. Treasurer shall supervise the executive director concerning the financial affairs of the Association and perform such other functions as the president may direct.
- D. Immediate-Past President shall be responsible for committee membership assignments, act as chairperson of the nomination committee and perform such other duties as the president may direct.
- E. Executive Director shall provide for the daily operations of the Association and perform those duties outlined within the Board approved Executive Director Job Description, included in Appendix B, and perform such other duties as the President may direct. The Executive Director shall serve as the Corporate Secretary of the Association.

The general duties of the officers and directors of the Association are specified by the constitution and bylaws. Appendix B includes individual position descriptions for each Board position.

103 - BOARD MEMBER ORIENTATION

The Executive Director shall construct a basic orientation plan to provide that each new member of the Board shall have the materials and knowledge necessary to understand the Board's functions, policies, and procedures.

#104 - BOARD MEETINGS

Board members shall have agenda material distributed to them by the OASBO President or Executive Director in advance of meetings where practical. At a minimum, the agenda will be distributed to the Board not less than 5 days prior to the Board meeting date unless it is an emergency meeting.

Board members must be notified of special meetings or any change in date of meetings or meeting place at least forty-eight (48) hours prior to the meeting unless an emergency is declared.

The Executive Director shall attend all board meetings unless excused by the President.

The date and location of Board meetings will be set by the President and advertised in accordance with the bylaws and policies of the association.

The Board may conduct a meeting by telephone, telephone conference call, or other electronic means provided that all voting members are given notice of the electronic meeting and that each Board member is given the opportunity of conferring by such electronic communications. A majority of the voting members must participate in this electronic meeting in order for any resolution, action, or business to be adopted at such meeting. Any action must be approved by a majority of the voting members and will take effect as of the date of such approval. A

summary of the meeting and any action taken must be circulated in writing to the full Board within fifteen (15) working days of such electronic meeting.

Board Agenda

Individuals wishing to call a specific item to the attention of the Board, address a problem or make a complaint to the Board must do so in writing to the President or Executive Director ten (10) days prior to the scheduled meeting. At the discretion of the President or in the event of an emergency, the ten (10) days may be waived.

Action of the Board

All actions of the Board are to be by the Board as a whole, except those functions specifically delegated to the Executive Committee or assigned to the officers by the bylaws or by adopted policy.

#105 - BOARD ORGANIZATION

Organization

At the first meeting following installation of newly elected Board members, the President will confirm specific assignments to each Board member, including committee assignments and related duties as required per job descriptions.

The President will serve as chairman of the Board and may convene subcommittees of the Board for specific tasks and to act for the Board in that capacity. In all other instances the Board will act as a whole on all issues related to the operations of the Association.

The Executive Director, in cooperation with the Treasurer, shall assist, perform or supervise all duties related to the financial transactions of the organization and the taking and distribution of minutes as defined in the bylaws.

Attendance

Absence of any Board member from three consecutive regular meetings of the Board, unless excused on account of sickness or otherwise authorized by the Board, shall be sufficient cause for the members of the Board to declare that such Board member position is vacated.

Board Vacancy

Pursuant to Article V, Section 2 of the Constitution, in the event of a vacancy on the Board for any cause, such vacancy shall be filled by a majority of the remaining directors. The following process shall be utilized in those instances:

Officers

- A. Applications will be sought from all interested/qualified OASBO members. The application shall consist of a letter of interest directed to the President stating the reasons they wish to serve the association in this capacity. In addition, applications shall include the individual's resume.
- B. Applications will be accepted for a period of two weeks. At that time the Executive Committee will review all applications received and select the top two candidates for interview by the full board.

- C. Interviews will be conducted by the full board and a final selection made from those candidates interviewed. The successful applicant will fulfill the remainder of the term of the vacancy they are appointed to fill.

Zone Directors

In the event a zone director is unable or unwilling to fulfill his/her term of office, the following procedures shall be utilized:

- A. Nominations will be sought from all interested OASBO members within the zone affected for a period of not less than 3 days.
- B. All qualified OASBO nominees will be placed upon a ballot which will be sent to current zone members for purposes of voting. The zone listserv will be used as the mechanism for delivery of the ballot. A period of not less than 7 days shall be provided for eligible members to vote.
- C. The successful candidate will serve the remainder of the vacated term of office. A regular zone director election will then occur during the ensuing annual spring zone meeting.

#106 - METHODS OF OPERATION

Administrative Responsibility

The President shall serve as the official representative for OASBO and may act and/or issue statements for the Association within the framework of general operations as prescribed by the bylaws or in the event of an emergency.

Policies and/or the Board of Directors

No individual member of the Board, by virtue of his/her office, will make decisions, act for or issue statements on behalf of OASBO without authorization from a majority of the Board or at the President's direction.

#107 - AFFILIATIONS

OASBO is affiliated with the Association of School Business Officials International.

Affiliation with any organization requires a majority vote of the Board. Any such affiliation must be in compliance with the objectives of the association.

#108 – ENDORSEMENTS AND SPONSORSHIPS

OASBO welcomes sponsorships of various programs, events, and activities as well as segments of these programs and events. OASBO may accept sponsorships from any firm affiliated with the Association as an Associate Member who has products or services of potential benefit to our membership. Sponsorships may also be solicited by the officers, directors, staff, committee chairs or other members directly involved in specific OASBO activities where such sponsorships would be helpful.

In exchange for such sponsorship public acknowledgement will be made in one or more of the following ways: on appropriate signs, in printed programs, and in announcements by those conducting the meetings. Public appreciation for these sponsorships will be just that -- an expression of thanks for that support. Appendix C of this document includes current business partnership program details.

#108 – ENDORSEMENTS AND SPONSORSHIPS (Cont’d)

Endorsing a product or service is construed as making a recommendation to the members of OASBO regarding use of that product or service. OASBO’s policy is not to endorse any product, service or vendor.

Acceptance of any sponsorship is at the discretion of the Board and may be refused for any reason deemed appropriate by the Board.

109 - CONFLICT OF INTEREST

The Conflict of Interest Policy of the Oregon Association of School Business Officials “OASBO” (1) defines conflicts of interest; (2) identifies classes of individuals within OASBO covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

Persons covered by this policy must avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to the Oregon Association of School Business Officials. OASBO expects its elected leaders, volunteer leaders and staff to follow ethical standards, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit).

Definition of Conflicts of Interest

A conflict of interest arises when a person in a position of authority over OASBO may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

The term “conflict of interest” includes, but is not limited to, circumstances where a Volunteer Leader, or a member of their immediate family:

- A. has any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to OASBO;
- B. receives any substantial benefit from a third party on account of that party’s past, present, or future business relationship with OASBO;
- C. receives any substantial financial benefit from a pending decision of OASBO; or
- D. 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 OASBO.

Individuals covered

Persons covered by this policy are the officers, directors, chief employed executive, staff members, committee members, or other ad hoc or task force members that may from time-to-time be appointed by the Board of Directors or the chief employed executive.

109 - CONFLICT OF INTEREST (Cont'd)

Facilitation of disclosure

Persons covered by this policy will annually disclose or update the President of the board of directors on a form provided by OASBO their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members. The "Acknowledgement and Disclosure Form" is included as Appendix A.

Procedures to manage conflicts

For each interest disclosed to the President of the Board of Directors, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

110 - REPRESENTATION OF ASSOCIATION

The President and/or Executive Director will serve as official spokesperson for the Association on a day-to-day basis, representing it before the Legislature and its committees, before various state agencies and commissions, and other public and private bodies. The Association President is the official spokesperson for formal occasions unless that authority has been delegated to the Executive Director or another board member. Members of the Board may be assigned by the president to represent the Association. Local citizen groups and other local organizations desiring consultation with the Association must channel their requests through the President or Executive Director.

Series 200 -

#200 - OASBO COMMITTEES, CHAIRS and ORGANIZATION

The Board recognizes that certain association matters require constant attention. These matters are taken care of by the following standing committees:

Associate Member Committee	Legislative Committee
Audit Committee	State & National Membership Committee
Professional Development Committee	PERS Committee
Professional Certification Committee	Mentor/New Business Manager Institute
Promising Futures Scholarship Committee	Promising Futures Golf Tournament Committee

The President will recommend and the Board approve the appointment of all committees and chairs/co-chairs. Leadership of each committee shall be designated so as to ensure continuity and continuance of the committee.

Appointments

- A. On or before September 1st of each year, the following processes will be used to seek interested candidates for committee chairs for those committees in need of a new Chair:
 - a. The President and Immediate-past president will solicit nominations from the current committee chairs.
 - b. The Executive Director will solicit nominations/applications from interested OASBO members for committee chairs.
- B. All committee chairs will serve for two (2) year terms.
- C. No individual will serve more than six (6) consecutive years as committee chair on the same committee unless no other qualified person is available.
- D. After recommendation for appointment is made, the President or designee will contact the nominee for acceptance.
- E. Confirmation will be made at the November Board meeting.
- F. If no nominations are made from the committee or general membership, the Immediate-past president will solicit recommendations from the Board of Directors. If no committee chair is available, the Board will address the issue of disbanding the committee until such time as a need is again shown. Such action will be publicized to the membership prior to disbanding the committee.
- G. All committee chairs serve at the pleasure of the Board.
- H. A committee chair may appoint a co-chair to assist in committee activities during the chair's term. The co-chair serves at the pleasure of the committee chair.

Qualifications

- A. Demonstrated leadership or leadership qualities on the committee or in other related areas.
- B. To be a committee participant and/or a chair or co-chair, individual must be an active OASBO member.

In addition, situations arise periodically that warrant utilization of committees. The Association President may establish other committees and appoint members as deemed necessary and appropriate by the OASBO Board of Directors.

#201- BENEFITS POLICY FOR BOARD OF DIRECTORS, COMMITTEE CHAIR/CO-CHAIR

Board of Directors

Members of the Board of Directors serve without compensation. As part of OASBO's appreciation for their service, they shall be entitled to the following:

Officers

The cost of registration and hotel rooms for the annual Summer Conference will be paid by OASBO for the following positions: Executive Director, President, President-Elect, Treasurer and Immediate Past President.

Board service will provide 30 clock hours of continuing education credit per year for OASBO with no fee.

Committee Chairs / Co-Chairs

Members serving in any committee chair or co-chair role also serve without compensation.

- A. There may however be situations that arise that require attendance of one or more committee chairs at an OASBO Board Meeting which would require early arrival of the committee chair. In those instances where the committee chair/co-chair are required to attend any Board Meeting they are not normally required to attend, any additional housing costs incurred due to this requirement will be paid for by OASBO.
- B. Service as a committee chair or co-chair will provide 10 clock hours of continuing education credit per year with no fee.

#210 - OUTSTANDING SERVICE AWARD

The Board of Directors will review possible candidates for the "Outstanding Service Award" each year, and it is empowered, though not required, to select a recipient of the "award".

Procedures

- A. The Executive Director or designee shall solicit from the membership, by May 31st of each year through the Association list serve and any other available means, nominations for the "Outstanding Service Award."
- B. The criteria to be used by the Board of Directors in determining a recipient shall be contained in the announcement to the membership as well as full details on how to nominate an individual, the deadline for such nominations, and the address to which nominations are to be sent.
- C. Nominations for the award must be made in writing and directed to the President through the Executive Director for Board consideration.
- D. Written nominations must be signed by the individual(s) submitting the nominations and received by the Board of Directors by the established deadline for consideration. Any nominations received after that date will not be considered for the current year.
- E. Incomplete nomination applications will be returned promptly to the person submitting the nomination with a cover letter stating why it cannot be considered as submitted.
- F. Letters of nomination must contain:
 - a. name and address of the nominee;
 - b. nominee's current title, place of employment and an employment history and other pertinent details;

- c. OASBO membership and participation;
 - d. major contributions to school business administration and education;
 - e. a biographical sketch of the nominee including education, personal interests, and family;
 - f. member's community, fraternal, and philanthropic activities and services;
 - g. other pertinent information; and
 - h. references, if available.
- G. The names of nominees will not be made public. The President or designee will notify the individual making the nomination of receipt of the nomination.

Criteria for Award

- A. Active or retired OASBO member who has maintained membership in the Association. Current Board members or candidates for election are not eligible for consideration.
- B. Must have provided significant service to the organization and to the advancement of school business administration in the State of Oregon.
- C. Length, type, and quality of service to the organization and to education will be considered.
- D. Candidate's community activities may be considered a factor in the award.
- E. Candidate must be of good moral character and have shown professional integrity throughout his/her career.

Award Decision

- A. All nominees will be considered at a meeting prior to the Annual Conference; selection of the candidate will be by majority vote of the Board of Directors. Only one candidate, if any, will be selected annually for the award unless the Board unanimously agrees to more than one award. It is intended that the award of more than one "Outstanding Service Award" would only be given under extraordinary circumstance.
- B. If clarification or verification of the information is required, the President or designee will gather the information and, by means of telephone conference with the Board of Directors, make a final decision.

Presentation of the Award

The Outstanding Service Award, if given, will be made at the annual OASBO conference. The name of the recipient will not be made public until the time of presentation. An appropriate award will be given to the recipient.

#210 - OUTSTANDING SERVICE AWARD (Cont'd)

Sample Form - Request for Nominations

Outstanding Service Award Nominations Sought

The OASBO Board of Directors is requesting nominations for the Outstanding Service Award. All nominations must be received by May 31st. Send written nominations to OASBO, 707 13th Street SE Salem, OR 97301.

Any OASBO member may nominate a candidate for the award. Nomination letters must include the name, address and title of the nominator(s). The letter of nomination should include:

- A. Name and address of the nominee;
- B. Nominee's current title, place of employment, and an employment history and other pertinent information;
- C. OASBO membership and participation;
- D. Major contributions to school business administration and education;
- E. A biographical sketch of the nominee including education, personal interests and family;
- F. Member's community, fraternal, and philanthropic activities and services;
- G. Any other pertinent information including references, if available.

To be eligible to be considered for the award, candidates must meet the following criteria:

- A. OASBO member (active, retired, or honorary) - however, current Board members are not eligible;
- B. Have provided extended, significant service to OASBO and to the advancement of school business administration in the State of Oregon;
- C. Be of good moral character and have shown professional integrity throughout his/her career.

Presentation of the Outstanding Service Award, if given, will be made at the Annual OASBO Conference.

#211 - PRESIDENT'S AWARD

Each year the President has the authority to select an individual(s) to recognize for his/her outstanding service to the organization during the year. This recognition is strictly determined by the President and will be awarded at the annual OASBO Summer Conference prior to the passing of the gavel.

#220 - TRAVEL EXPENSES, BOARD OF DIRECTORS, & EXECUTIVE DIRECTOR

Travel expenses are reimbursed, if requested, when they are incurred while a Board member is in travel status for approved OASBO business.

All reasonable travel, lodging, and subsistence (meals) expenses will be reimbursed for Board members when attending Board of Directors meetings or other activities authorized by the President and/or a majority vote of the Board of Directors.

- A. Receipts must be presented for all expenditures, excluding mileage and meals.
- B. Reimbursement of all lodging expense requires the incidence of cost as evidenced by an itemized lodging receipt.
- C. Actual lodging and subsistence will be reimbursed when a board member is required to be on approved OASBO business.
- D. Meal expenses will be reimbursed based on the federal General Services Administration website "Meal and Incidental Expense" table of approved rates.
- E. Mileage will be reimbursed at the rate established periodically by the I.R.S.

- a. Board members are encouraged to economize travel at all times and to share travel when possible.
- b. All direct expenditures made by Board members will be reimbursed only upon receipt of a signed form detailing expenditures, purpose of travel, and supported by receipts where required as outlined above.

Miscellaneous expenses of a non-personal nature, including internet access, business telephone calls and baggage handling costs, will be reimbursed if incurred while in travel status and are essential to or result from the travel arrangements and the business of OASBO. Receipts for each individual miscellaneous item must be submitted with the reimbursement request form. If the total cost of miscellaneous items is under \$20.00, a detailed list of expenses may be submitted with the reimbursement request instead of individual receipts.

When possible, arrangements for and payment of lodging/subsistence/public transportation will be made directly by OASBO's Executive Director or designee.

Travel reimbursement request forms should be received by the OASBO office on or before the 20th day of the month in order to be processed with the accounts payable on the last working day of the same month. Any claims received after that date may be processed the following month.

All reasonable travel, lodging, subsistence, and other conference expenses will be paid for the Past President, President, President-Elect, Treasurer, and Executive Director to attend the Annual ASBO International Conference and Executive Leadership Forum. Conference fees, including all non-elective conference activities in which the officer is expected to participate, will be paid by OASBO.

- A. If the President, President-Elect, or Treasurer is unable to attend, the Board may pay the expenses of another designee upon majority vote of the Board of Directors.
- B. Delegates will be expected to be available to attend the entire conference schedule as representatives of OASBO.

Zone Directors may request to attend the annual ASBO International Executive Leadership Forum. The Board will determine from the requests received which Zone Directors will be funded by the Association on an annual basis. The same expenditures identified above will be covered by the Association where Board approval has been given.

All travel, lodging, subsistence and other related expenses will be paid for the Executive Director, President or designee to attend conferences, meetings, workshops, visitations or other activities related to OASBO business such as the annual Washington ASBO Conference. Necessity of attendance at such functions will be at the President's discretion. The President may appoint a designee, except as stated in 5 A above, to attend in his/her place without Board approval.

All travel, lodging, subsistence, registration fees and other related expenses will be paid for the Executive Director to attend the ASBO International Executive Directors Annual Conference and the Western Affiliate Executive Directors annual meeting. In addition, participation in other State Affiliate meetings will be approved by the President so long as budgetary resources have been provided.

No travel advances will be made from OASBO funds except by the use of the organization's credit card to secure future public transportation under the guidelines of these policies.

The Executive Director and OASBO Executive Assistant may hold an OASBO credit card for use in paying travel and related expenses. All such charges will be supported with receipts supplied in a timely manner to the OASBO office.

#221 - TRAVEL EXPENSE, COMMITTEES

Travel, lodging, and subsistence (meals) expenses are the responsibility of the individual and/or his/her district except, Committee Chairs may make a written request for travel funds to the President for any of the following:

- A. To periodically attend the ASBO International Annual Conference.
- B. If the chair/co-chair's district cannot assume the cost of travel to regional meetings and/or workshops and a replacement chair/co-chair cannot be located to adequately replace/assist the current leadership.
- C. Committee chairs must have prior approval for expenditures under 1 and 2 above. Reimbursement will not be made without such pre-approval.

Committees are encouraged to make any fiscal requests to the President during the annual budget process.

Committee chairs will assign regionally located members to organize, direct, attend and provide other related services for regional workshops/meetings, where applicable, to reduce travel expenses and to encourage participation of local members.

All direct expenditures made by committee chairs will be reimbursed only upon receipt of a signed form detailing expenditures, purpose of travel, location and supported by receipts.

- A. Receipts must be presented for all expenditures excluding mileage and meals.
- B. Lodging and subsistence, if approved in advance by the President or Board of Directors, will be reimbursed.
- C. Mileage will be reimbursed at the rate established periodically by the I.R.S.
- D. Meal expenses will be reimbursed based on the federal General Services Administration website "Meal and Incidental Expense" table of approved rates.
- E. Public transportation for pre-approved travel will be reimbursed upon receipt of the appropriate travel form supported by receipts.
- F. Travel reimbursement forms should be received by the OASBO office on or before the 20th day of the month in order to be processed with the accounts payable on the last working day of the same month. Any claims received after that date may be processed the following month.

#230 - PUBLICATIONS

This policy applies to all written and intellectual properties disseminated in the course of Association business and presented with explicit or implied support/approval of OASBO excluding:

- A. Materials used and distributed by workshop presenters and represented as their own materials and/or views and not containing OASBO's name in the written, visual, or audio material.
- B. Miscellaneous reference material referred to and/or distributed in the classroom by instructors.
- A. Procedures: Any materials, except those specifically excluded above, developed by committees and/or association members and intended for endorsement by OASBO and/or distribution at an OASBO sponsored event or paid for all or in part by OASBO, are subject to concept review by the Executive Director, Certification Committee and/or the Board of Directors prior to the initiation of the project.
- B. Types of materials that OASBO committees and/or members may produce are:
 - 1. Publications: (written, visual, audio) a guide or reference manual generally prepared by a committee to be sold or distributed.

- a) Committee submits a written request to the Executive Director for review and Board approval. In the case of curriculum development, the Executive Director will first submit the request to the Certification Committee for review.

- b) The request should include a brief description of the project including a budget estimate.

- c) Upon completion of the project, the Executive Director, Certification Committee and/or Board of Directors will review the final draft of the proposed publication before printing and dissemination.

- d) All approved publications shall bear the following wording:

APPROVED FOR PUBLICATION BY THE BOARD OF DIRECTORS OF THE OREGON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS.

- 3. All products generated by a committee become the sole property of OASBO and no member of the committee may use the project deliverables and intellectual properties or any other works of the group to derive personal gain.

- 4. Written and intellectual properties are defined as but not limited to the following: audio and/or video tapes, manuscripts, Power Point presentations, and journal articles.

LETTERS, MEMORANDUMS, PRESS RELEASES

- 1. No member, committee or instructor may release policy statements or represent the Associations position on issues without the approval of the President, the Board of Directors, or the Executive Director. This is not to preclude ordinary communications between members/committees.

- 2. The President and the Executive Director shall be the sole spokespersons for the Association. Board members, instructor or committee members may not issue communiqués, (written, verbal, audio, visual) without the express direction of the President, Executive Director, or the Board of Directors.

#240 – INTERNAL CONTROL GUIDELINES

1. Introduction

An internal control system consists of the plan of organization and methods and procedures adopted by the Oregon Association of School Business Officials (OASBO) to insure that resource use is consistent with law, regulation, and policy. The plan guards against waste, loss, and misuse of resources. It insures reliable data is obtained, maintained, and fairly disclosed in reports.

The ultimate responsibility for good internal controls rests with OASBO administration. Internal controls are, therefore, an integral part of OASBO processes and procedures. OASBO administration periodically reviews its internal controls to insure proper conduct of OASBO business. This review provides assurance that:

- Systems are adequate to:
 1. Manage and account for resources,
 2. Meet the goals and objectives of OASBO, and
 3. Insure compliance with state and federal regulations.

- There is an audit trail from reports to source documents.

- Staff members properly use systems and comply with OASBO policies and procedures.

- To the extent practicable, duties are segregated among employees to allow for the maximum security of assets.

2. Procedure

The following internal control standard defines the minimum level of quality. These standards should apply to all operations and administrative functions, but are not intended to limit the development of discretionary policymaking in the Oregon Association of School Business Officials.

a. Reasonable Assurance

Internal control systems are to provide reasonable assurance that the objectives of the system will be accomplished. Reasonable assurance recognizes that the cost of internal control should not exceed the benefit derived.

b. Appropriate Organization Structure & Competent Personnel

The organization of the Oregon Association of School Business Officials should provide its administration with the overall framework for planning, directing, and controlling its operations. Good internal control requires clear lines of authority and responsibility, appropriate reporting relationships, and appropriate separation of authority. Employees should maintain a level of competence that allows them to accomplish their assigned duties.

#240 – INTERNAL CONTROL GUIDELINES (Cont'd)

c. Control Objectives

Internal control objectives should be identified and developed for each OASBO activity and are to be logical, applicable, and reasonably complete. Control objectives should be tailored to OASBO's operations, and all operations can generally be grouped into one or more categories, or "cycles." A cycle represents the identifying, classifying, recording, and reporting information required for processing a particular transaction.

d. Control Techniques

Internal control techniques are to be effective and efficient in accomplishing their internal control objectives. Techniques include, but are not limited to, specific policies, procedures, plans of organization, separation of duties, and physical arrangements.

e. Documentation

Internal control systems and all transactions and other significant events are to be clearly documented. Documentation includes written policies and procedures, organization charts, manuals, flowcharts, and related written materials used to describe internal control methods and measures that communicate responsibilities and authority.

f. Recording of Transactions & Events

Transactions and other significant events are to be promptly recorded and properly classified. This ensures that information maintains its relevance and value to the administration in controlling operations and making decisions.

g. Separation of Duties

Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions should be separated among individuals. To reduce the risk of error, waste, or wrongful acts, it is desirable that no one individual controls all key aspects of a transaction or event. If staffing constraints are such that separation among individuals is not possible to the extent desirable, additional reviews by supervisors will be necessary to provide the over-site required.

h. Supervision

Qualified and continuous supervision of employees and processes is to be provided to ensure that internal control objectives are achieved. Supervisors should continuously review and approve the assigned work of their staff and provide their staff with necessary guidance and training to help ensure that errors, waste, and wrongful acts are minimized and compliance with OASBO policies and procedures is achieved.

#240 – INTERNAL CONTROL GUIDELINES (Cont'd)

3. Misuse or Theft of OASBO Funds

a. Misuse of OASBO Funds: When a suspicion exists concerning the possibility of missing or mishandling of OASBO funds, the Executive Director and/or Board President must be notified immediately. The Executive Director or Board President will review the situation and coordinate necessary action.

b. Theft of OASBO Funds: In the event it is determined that missing funds are the result of theft, the OASBO Board must be notified immediately, and appropriate action taken to rectify the situation.

#242 - RECORDS RETENTION

1. The Oregon Association of School Business Officials shall maintain all records and files in a systematic and orderly fashion.

2. Commonly accepted office protocol will be the guiding norm, along with the attached Records Retention Schedule.

RECORDS RETENTION SCHEDULE

CATEGORY	TYPE OF RECORD	RETENTION PERIOD
By-Laws	<i>-By-Laws & Constitution</i>	Permanent
Corporate	<i>-Articles of Incorporation</i>	Permanent
	<i>-IRS Exempt Letter</i>	Permanent
Governance	<i>-Board Agendas & Minutes</i>	Permanent
	<i>-Policies & Procedures</i>	Permanent
Financial	<i>-Investment Accounts</i>	7 years
	<i>-Audits, Tax Returns</i>	7 years
	<i>-Bank Statements</i>	7 years
	<i>-Cancelled Checks</i>	7 years
	<i>-Financial Reports</i>	7 years
	<i>-Accounts Payable/Receivable</i>	7 years
	<i>-Payroll Records</i>	7 years after termination
Personnel	<i>-Employment Applications</i>	3 years
	<i>-Employee Files / Evaluations</i>	7 years after termination Under Financial
	<i>-Payroll Records</i>	
Insurance	<i>Policies</i>	Termination plus 6 years
	<i>Reports</i>	4 years
	<i>Claims</i>	Settlement plus 6 years
Membership	<i>-Computer Database</i>	When obsolete or superceded
Committees	<i>-Meeting Minutes, Agendas</i>	6 years
Publications	<i>-Newsletter – Archives</i>	1 copy each issue to be permanent
Correspondence	<i>-Routine</i>	2 years
	<i>-Legal</i>	2 years unless part of a case file; then close of case plus 10 years
Office Property	<i>-Depreciation</i>	7 years after fully depreciated
Miscellaneous	<i>-Photographs</i>	Permanent
	<i>-Inventories</i>	3 years

Clock Hours	<i>Registration Forms</i>	7 years
Workshops & Curriculum	<i>Registration Forms</i>	7 years

#250 – WHISTLEBLOWER POLICY

The Oregon Association of School Business Officials "OASBO": (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. OASBO encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. OASBO prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. OASBO reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the association's executive director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the President-Elect. The association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that OASBO may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

#260 - Joint Venture Policy

The Oregon Association of School Business Officials "OASBO" requires that the association evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the association's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

1. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the association controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

#260 - Joint Venture Policy (Cont'd)

1. Joint ventures or similar arrangements with taxable entities (Cont'd).

- (a) 95% or more of the venture's or arrangement's income for its tax year ending within the association's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
- (b) The primary purpose of the association's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. Safeguards to ensure exempt status protection. The association will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that OASBO's exempt status is protected; and (b) take steps to safeguard the association's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (a) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (b) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (c) that the venture or arrangement not engage in activities that would jeopardize the association's exemption; and
- (d) that all contracts entered into with the organization be on terms that are arm's length or more favorable to OASBO.

#300 – Accounting and Reporting

The Executive Director shall prepare periodic financial statements and deliver them to the Association Treasurer. The Treasurer will then review these reports, request any information desired for clarification and submit a report to the Board at each regular board meeting on the financial affairs of the Association. The Executive Director shall maintain the permanent financial records of the Association.

#301 – Annual Audit

The President shall appoint an audit committee to annually audit the Association's finances and expenses. The Executive Director will prepare annual statements for review by the audit committee as well as make all requested documentation and information available to the committee for purposes of their review.

The audit committee will submit an audit report to the Board and executive director prior to the summer Board meeting.

#302 – Tax Returns

The Executive Director shall file the annual IRS Form 990 as well as any other required tax returns and/or reports. Copies of these forms will be provided to the audit committee for review in conjunction with the annual financial statements.

#303 - Authorized Signatures

The Board authorizes the Executive Director and/or an OASBO Officer to sign contracts, invoices, credit card authorizations and/or checks for payment. In the event the President and Executive Director are unavailable to sign checks and a payment must be made, the Treasurer is authorized to sign checks. Signatures on any other documents other than those designated herein are not authorized to bind and/or obligate OASBO unless expressly approved by the Board.

#304 - Fiscal Year

The fiscal year for the Association is January 1 through December 31.

#305 - Budget

The Executive Director will prepare a budget for review and consideration by the Treasurer and Executive Committee each year. Once approved by the Executive Committee, the budget will be presented to the full Board for approval. Approval of the budget will occur at the Annual Fall Workshop or as soon thereafter as appropriate. The power to approve alterations in the budget shall rest with the Board.

All periodic financial statements will include a budget-to-actual comparison.

#306 - Depository of Funds

The Board will name a bank to serve as depository of Association funds.

#307 - Investments

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

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

The Board of Directors shall delegate to the Executive Director the authority and responsibility to invest funds of the Association that are not required for the immediate necessity of the operations of the Association.

Funds will be invested only in any qualified public depository, or any obligation, securities, certificates, notes, bonds or short-term securities or obligations of the United States or any other such insured investments.

1) Funds will be invested to maximize earnings while protecting principle. At no time will speculative investments be made. Approved investments shall include:

United States Treasury securities with a maturity of less than three years;

Securities issued or guaranteed by agencies of the United States government with a maturity of three years or less; 100% Federally Insured Certificates of Deposit at commercial banks or savings and loan institutions with a maturity of three years or less; Certificates of Deposit collateralized by U.S. Government Securities with collateral valued at 110% of the CD and marked to the market at least monthly; and Money market mutual funds whose portfolio consists of U. S. government securities or broadly diversified money market instruments which maintain a net asset of value of \$1.00.

2) All earnings and income from said investments shall be used for the benefit of the Association.

Each financial report will include a report detailing amount invested, type and place of investment, rate and length of investment, and any other information pertinent to the transaction regarding such investment.

All involved in the investment process should refrain from any actual or apparent conflict of interest between OASBO investment activities and personal activities.

Periodic financial statements will include investment information. The reports will reflect the type of investment, term, rate/yield, and issuing activity.

#310-319 - REVENUE

#311 - Dues Structure

To meet the expenses to carry on the programs of the Association, an annual membership fee shall be determined pursuant to the Bylaws. The Board will review any recommendation for any dues increase presented by the President or Executive Director.

Membership dues structure shall be based upon a calendar year.

#312 - Payment of Dues

Membership dues are to be paid no later than March 31st of each year in order to maintain consecutive years of service. Member and vendor names will be removed from the OASBO membership list if dues are not paid by March 31st

OASBO annual billing of membership dues shall include billing of the annual Association of School Business Officials International (ASBO) for those individuals who are members of both associations. The distribution of that portion of the dues collected on behalf of ASBO International shall be completed annually.

#313 - Revenue from Non-Dues Sources

The executive director will explore revenue sources other than membership dues and submit proposals to the Board for approval.

#314 - Annual Meeting and Seminars

The Executive Director will estimate costs of all meetings and workshops considering the cost of Honoraria, meals, necessary printed materials, and Annual Meeting/seminar housing costs and those other expenses deemed to be a direct cost of the event. A recommendation will then be presented to the Board for approval prior to establishing the registration fee. Such costs will be estimated in establishing the registration fees for all meetings.

#315 – Advertising Income

It shall be the policy of OASBO to sell advertising in any medium deemed appropriate by the Board of Directors. Advertising is made available to Associate Members for three main reasons:

1. To keep members informed
2. To allow our vendor members to tell their story
3. To offset production costs

The goal of this policy is to sell advertising sufficient to pay for expenses related to publication and/or incur a profit.

The Executive Director and/or his/her designee in conjunction with any other person designated by the President will actively solicit advertising.

#315 – Advertising Income (Cont'd)

1. Advertising will be sold in dimensions to meet the needs of the advertiser but in not less than business card size. Typical configurations and rates will be made available upon request. Availability and prices for inserts will be quoted on an individual basis.

2. All advertising must be received, in a format designated by OASBO staff, at least 30 days prior to the publication date. To hold space for an advertisement a signed contract and/or payment must be received on/or before receipt of the copy.

3. The OASBO reserves the right to reject any advertisement that appears to be inappropriate to OASBO policies, standards, or purpose. All advertising will be reviewed for acceptability and will be carefully screened. Submittals may be published in the *newsletter* and/or other approved medium unless:

- a. it is offensive;
- b. it represents a product potentially harmful to students;
- c. it does not coincide with OASBO's mission to its constituency.

OASBO reserves the right to accept or reject ads for the above or any other reason. OASBO will publish material containing information that could be useful to any segment of the OASBO constituency, as long as it meets the above criteria. All ads will be marked as PAID ADVERTISEMENT.

4. Acceptance of any advertisement does not constitute an endorsement of any product or statement by OASBO or any of its officers, committees or employees, and does not entitle any advertiser to any special privileges or favors from OASBO or its representatives.

5. No cancellation or changes in insertion orders will be accepted after the deadline of contract submission. They must be received in writing 30 days preceding the copy due date.

6. OASBO will invoice the advertiser as appropriate immediately after publication and will send one copy of the publication as proof of insertion. Additional copies are available for a fee. Terms of payment are net 30 days. First-time advertisers must prepay before publication.

7. Payments must be received within 30 days of invoice date. Any payment delinquent more than 30 days beyond the due date will automatically incur a 1.5% monthly service charge retroactively applied to the due date.

Advertisers whose accounts have outstanding balances of 60 days or more will be restricted from advertising until payment is received. OASBO reserves the right to require full payment in advance for companies with a poor credit history.

8. In the event Advertiser and/or Agency default in payment of bills, Advertiser and/or Agency shall be totally liable for all fees and sums of collection, including but not limited to reasonable attorney's fees and court costs incurred by Publisher in the collection of their advertisements.

9. Advertisers and their agencies are solely responsible and assume full liability for all contents of their advertisements.

#315 – Advertising Income (Cont'd)

10. OASBO shall not be liable for failure to publish or distribute all or any part of the publication because of labor disputes, accident, fires, act of God or any other circumstances beyond OASBO's control. Further, OASBO shall not be liable for damages if for any reason the Association fails to publish an advertisement.

11. No conditions, oral or printed in the contract, order, copy instructions, or elsewhere, which conflict with OASBO's policies as set forth in this policy will be binding on the Association.

12. The Advertiser assumes and agrees to pay the charges for advertising published at their direction.

13. OASBO is not responsible for advertising materials left unclaimed after 30 days.

#320 -329 - Expenses

#321 - Expense Reimbursements

Expenses incurred by the OASBO Executive Director as a result of acting on behalf of the Association will be reimbursed upon a properly executed claim for reimbursement filed with the Association. All expenses, other than meals, will be reimbursed at actual cost provided receipts are provided and the expenses were part of an approved or authorized activity such as the Annual ASBO Conference. Meal expenses will be reimbursed based on the federal General Services Administration website "Meal and Incidental Expense" table of approved rates. Questions on any expense reimbursement will first be directed to the executive director, then to the Association president.

The President or Executive Director can approve claims for reimbursement for any member of the board, other than themselves. The Executive Director will approve reimbursement requests submitted by the President. The Treasurer will approve reimbursement requests submitted by the Executive Director.

#322 - Engaging of Services for Meetings

The Association will not pay any honorarium and generally will not pay any expenses for panelists and workshop presenters at OASBO conferences and workshops.

The Association will pay fees and reasonable expenses related to General Session speakers contracted to present at the annual summer conference. The President-elect is authorized to work with the executive director to secure the services of a speaker or speakers for the summer conference.

#323 – Purchasing/Payment of Goods and Services

The executive director is authorized to purchase goods and services in accordance with the budget. Leasing arrangements shall be approved by the Board.

The Association executive director is authorized to approve bills for payment and sign checks. The audit committee will review all disbursements as a part of their annual review of the Association's financial data. The treasurer and/or other officers, may request information regarding disbursements at anytime they wishes to do so.

APPENDIX A

ACKNOWLEDGEMENT AND DISCLOSURE FORM

I have read the Oregon Association of School Business Officials Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an officer or director of the board of directors, volunteer leader, appointed leader, or staff member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the OASBO Board of Directors President and Executive Director in writing

Disclosure of Actual or Potential Conflicts of Interest:

Competing organization(s) to which I belong:

Other companies or businesses I hold leadership positions in, or boards I serve on:

Printed Name

Signature

Title

Date

APPENDIX B

Ten Basic Responsibilities of the OASBO Board

1. Determine the organization's mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive (Executive Director). Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
4. Ensure adequate resources. One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor, and strengthen the organization's programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
10. Support the executive director and assess his or her performance. The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization.

Responsibilities of the Board President

Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff. Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

1. Is a member of the Board.
2. Serves as the chief volunteer of the organization.
3. Is a partner in achieving the organization's mission.
4. Provides leadership to the Board of Directors.
5. Chairs meetings of the Board after developing the agenda with the Executive Director.
6. Leads the Board in strategic planning
7. Appoints the chairpersons of committees pursuant to policy.
8. Serves *ex officio* as a member of committees and attends their meetings when possible.
9. Discusses issues confronting the organization with the Executive Director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the Executive Director any issues of concern to the Board.
12. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
13. Evaluates annually the performance of the organization in achieving its mission.
14. Performs other responsibilities assigned by the Board.

Responsibilities of the Board President-Elect

To assume the duties and responsibilities of the president in the president's absence and shall assume all other duties that usually pertain to the office of the vice-president. President-elect is primarily responsible for development of the summer conference theme and general program for conference attendees. Assists the President as requested.

1. Is a member of the Board.
2. Serves as a volunteer of the organization.
3. Is a partner in achieving the organization's mission.
4. Stands in for the President when the President is absent or unavailable.
5. Chairs the Summer Conference Planning Committee
6. Selects the annual meeting conference theme.
7. Recommends the format for the annual meeting for approval by the Board.
8. Recommends the keynote speaker(s) for annual conference.
9. Works with the Executive Director to set menu for the annual conference as well as selecting entertainment and activities for participants.
10. Performs other duties as assigned by the president and/or board.

Responsibilities of the Board Treasurer

To supervise the executive director concerning the financial affairs of the association and perform such other functions as the president may direct. Assists the President and President-Elect as requested.

1. Is a member of the Board.
2. Serves as a volunteer of the organization.
3. Is a partner in achieving the organization's mission.
4. Monitors the financial affairs of the association through review of periodic financial statements generated by the Executive Director.
5. Serves as vice-chair of the Summer Conference Planning Committee in preparation for their term as President-Elect.
6. Reviews the proposed annual budget for the association as presented by the Executive Director prior to submission to the Board for approval. Treasurer may recommend changes to the budget once proposed by the Executive Director and prior to submission to the full board for consideration or at any time during the year they deems it necessary.
7. Provide for an annual audit of the Associations financial records by the Audit Committee and subsequent report of any findings to the Board of Directors.
8. Receives the annual report from the audit committee, reviews the report and delivers it to the full board.
9. Performs other duties as assigned by the President and/or Board.

Responsibilities of the Board Immediate Past President

Is responsible for committee membership assignments, acts as Chair of the nomination committee and performs such other functions as the president may direct. Assists the president and president-elect as requested.

1. Is a member of the Board.
2. Serves as a volunteer of the organization.
3. Is a partner in achieving the organization's mission.
4. Responsible for receiving recommendations for committee chairs and making a recommendation to the President for appointment.
5. Serves as Chair of the Nominating Committee and is responsible for soliciting interested parties to serve as an officer of the Association.
6. Serves as a member of the Summer Conference Planning Committee each year.
7. Serves as parliamentarian of the organization and is responsible for bringing forth recommended policy, bylaws and constitutional revisions for adoption by the Board and/or vote of the membership.
8. Performs other duties as assigned by the president and/or board.

Responsibilities of the Board Associate Member

Serves as liaison to the Board and associate members and participates in those committees as assigned by the President. Assists the president as requested.

1. Is a member of the Board.
2. Serves as a volunteer of the organization.
3. Is a partner in achieving the organization's mission.
4. Serves as the liaison between the associate member group and the Board of Directors. In this capacity the Associate Member Representative is responsible to bring to the Board those items which may be of concern and/or interest to the associate membership. In addition, the Associate Member is responsible to report back to the associate membership the goals and objectives of the Board.
5. Presents those recommendations they believes to be in the best interest of the association as they relate to the general and associate membership.
6. Serves as a member of the Summer Conference Planning Committee each year.
7. Works actively with the board and associate membership committee to develop a long-term mutually beneficial partnership.
8. Performs other duties as assigned by the president and/or board.

Responsibilities of the Board Zone Directors

General: Elected by each zone to represent that specific region on the board of directors for a period of two years.

Meetings: Is responsible for the planning and scheduling of a minimum of one annual meeting of their specific zone.

Committees: Participates in those committees as assigned by the President.

Board Affairs: Is the board liaison to their respective zones. Assists the president as requested.

1. Is a member of the Board
2. Serves as a volunteer of the organization
3. Is a partner in achieving the organization's mission
4. Serves as the liaison between the general membership within their specific zone and the board of directors.
5. Advise the board of those issues and/or concerns impacting their zone.
6. Advise the professional development committee of their training needs.
7. Solicits nominations for the Board and encourages committee participation by their members.
8. Performs other duties as assigned by the president and/or board.

ZONE DIRECTOR - JOB DESCRIPTION

Responsibilities

The following is a list of responsibilities intended to provide guidance to Zone Directors.

Work in concert with the Executive Director

Provide Leadership to the Zone

Provide Direction through Planning

Assure Financial Integrity of the Zone and Association

- Participate Responsibly
- Commit to Board Leadership as Team Leadership
- Evaluate Associations Performance

Expectations

Schedule at least one Zone meeting annually (usually spring).

- Make arrangements for the meeting (develop agenda, etc.)
- Preside over the meeting
- Conduct zone director election (every other year)
- Conduct any zone business
- Solicit nominations for Executive Board Openings
- Encourage participation in association committees
- Arrange for in-service training
- Discuss zone problems/issues
- Survey members for issues the Executive Board should address

Member of Association Board of Directors

- Attend and participate in Board meetings as necessary
- Advise the executive officers of zone issues/concerns
- Advise professional development committee of training needs
- Provide input on the association's budget

Continually encourage members to participate in OASBO activities.

Complete paper work for OASBO organization to operate effectively.

- Report to Executive Director all funds deposited in association account if separate bank account(s) held.
- Submit all check requests to Executive Director for processing

When your term as Zone Director expires, you are responsible for implementing a transition plan:

- Transfer any Zone funds to the new director
- Share concerns/advice to the new director

Typical Board Meeting Schedule for the Year

Summer Conference (End of July)

- Board Meeting (Tuesday)
- Executive Board Dinner (Tuesday)
- Board Breakfast (Thursday morning)
- Debriefing meeting (Not required - Friday following conference)

September Meeting to discuss Executive Director's Annual Evaluation

Fall Meeting (In conjunction with OASBO's Fall Conference - November)

Winter Meeting (In conjunction with Winter Conference – January)

May Meeting (Either virtual or face-to-face)

Other periodic meetings as needed

Helpful Hints for New Directors

Zone Directors may elect to keep their own checking account for zone expenses or they may run them through the association account. It is recommended Zone Directors utilize the association account rather than establishing separate accounts.

When conducting zone meetings, OASBO provides budgetary resources to underwrite the cost of the meeting. The annual budget determines the amount being provided for zone meetings. The Zone Director should review this information with the Executive Director annually when planning their meeting.

Don't be afraid to ask members to participate or volunteer.

Annually review the Association Constitution/By-Laws and recommend changes.

Review the association's budget and provide recommendations to the Executive Director.

Review the association's procedures for depositing funds and requesting checks.

Terms or Definitions

Executive Board (10 members)

- Executive Officers (4 members)
- Zone Directors (5 members)
- Associate Member (1 member)

Executive Officers

- President
- Vice President
- Immediate Past President
- Treasurer
- Associate Member Representative
- Executive Director (non-voting)

Executive Director

- The Association employs an executive director

OREGON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB SUMMARY: To lead, direct and administer a program of services which will fulfill the purpose of the Oregon Association of School Business Officials as set forth in its Constitution & By-Laws and as approved by its Board of Directors and appointed annually.

REPORTS TO: Board of Directors

DUTIES & RESPONSIBILITIES:

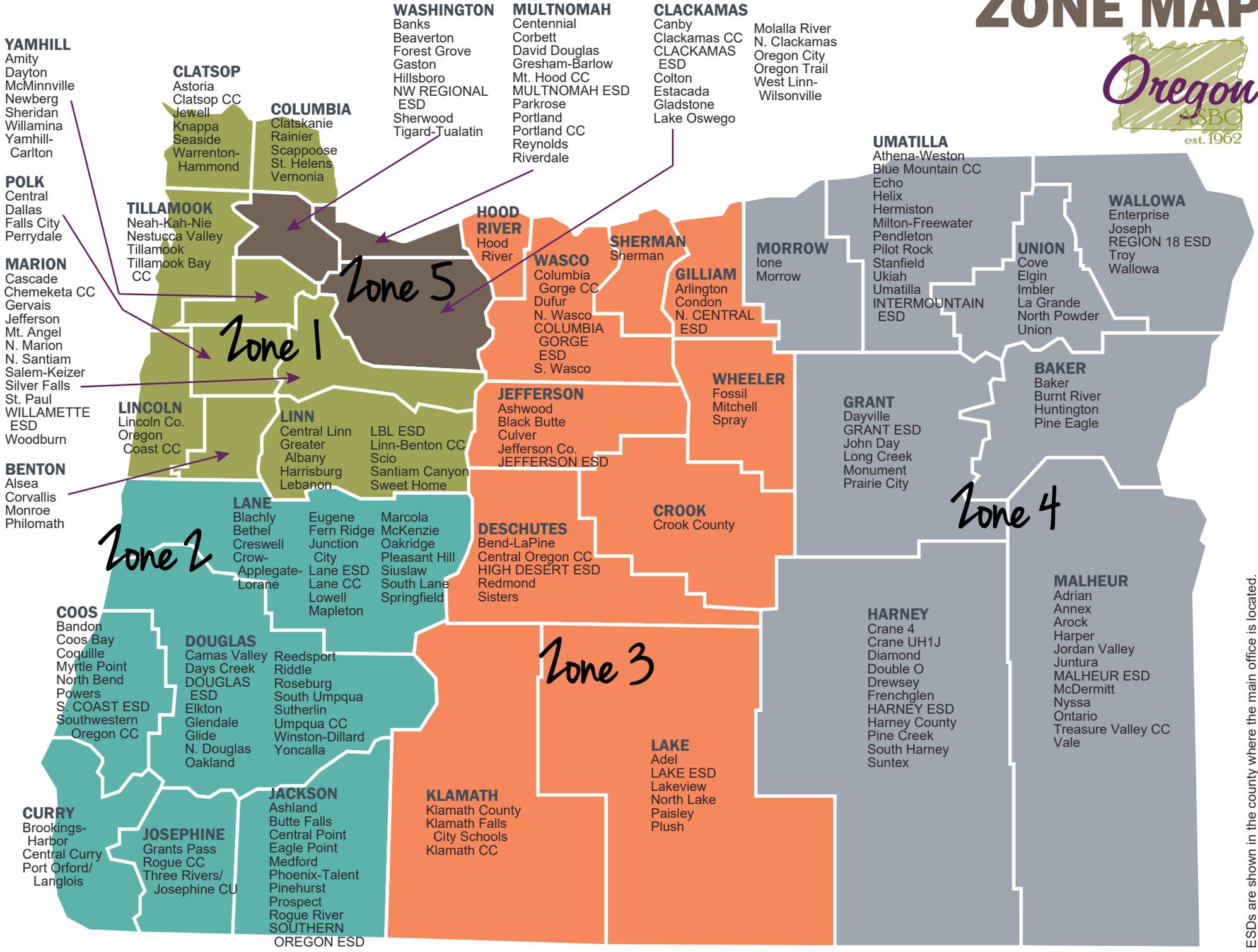
- Serve as chief executive officer and administrative representative of the Association, administering and coordinating all activities of OASBO and implementing all decisions of the Board of Directors.
- Speak for the Association on matters that affect school business officials in accordance with the policies and by-laws of the Association.
- Ensure that the Board of Directors are fully informed of the conditions and activities of the Association together with such recommendations as deemed necessary.
- In conjunction with the legislative committee serve as liaison between OASBO and the State Legislature and Governor
- Facilitate consultation services to OASBO members upon their request concerning school business management issues.
- Develop and maintain liaison activities with other statewide associations such as the Confederation of Oregon School Administrators (COSA), Oregon Association of School Executives, Organization for Educational Technology Curriculum, Oregon School Personnel Association, and other similar organizations.
- Serve as liaison to other state and national organizations specifically involved in educational funding and finance issues. Represent OASBO with the Association of School Business Officials International. Including attendance at the ASBO Annual Meeting, Executive Leadership Forum and Affiliate Executive Directors Meetings.
- Oversee the day-to-day operation of the OASBO office.

- Responsible for maintaining accurate files and financial records of all pertinent data relative to the activities of the Association.

- Propose an annual Association budget for Board review and adoption. Prepare written financial reports for all Board meetings.
- Provide for the annual filing of federal and state information returns including Form 990.
- Supports the efforts of all Association members and committees in planning and implementing all Association meetings and professional development workshops. Serve as ex-officio member of each Association committee, attending meetings as time allows.
- Responsible for coordinating the logistics of the annual conference.
- Maintain record of all Board of Directors meetings.
- Provide support to Zone Directors including annual visitations.
- Supervise the maintenance and future development of the OASBO website.
- Perform other duties and responsibilities as directed by the Board of Directors.

APPENDIX C

ZONE MAP



ESDs are shown in the county where the main office is located.

Oregon Association of School Business Officials

Policies and Procedures

Handbook

Adopted (November 8, 2006)

Revised (November 7, 2012)

Revised (January 30, 2014)

Revised (January 29, 2015)

Revised (January 26, 2017)