

SASKATCHEWAN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS REGULATORY BYLAWS

Short title

- 1** These bylaws may be cited as the *Saskatchewan Association of School Business Officials Regulatory Bylaws*.

Interpretation

- 2** In these bylaws:
 - (a) “Act” means *The Saskatchewan Association of School Business Officials Act, 2004*.

Categories

- 3** The following categories of membership are established:
 - (a) member; and
 - (b) associate member.

Membership

- 4(1)** A person may be registered as a member if the person provides satisfactory proof of:
 - (a) having paid the prescribed fees for members;
 - (b) current employment as a secretary-treasurer, treasurer, secretary or equivalent position as the senior financial officer of a school division or the division scolaire francophone; and
 - (c) having met the requirements of section 14.1 of *The Education Regulations, 1986*.
- (2)** A person may be registered as a member on a conditional basis by the executive for a period of up to 90 days from the start of clause 4(1)(b) where the person has not fully met the requirements of clauses 4(1) (a) or (c).
- (3)** A person may be registered as an associate member if the person provides satisfactory proof of:
 - (a) having paid the prescribed fees;
 - (b) having been previously employed as a secretary-treasurer, treasurer, secretary or equivalent position as the senior financial officer of a school division or the division scolaire francophone;
 - (c) current employment in a senior financial or administrative position with a school division or the division scolaire francophone; and
 - (d) is of good character.
- (4)** A person whose name has been struck from the register for non-payment of any fees payable to the Association and who otherwise qualifies as a member or an associate member may have his or her name reinstated in the register by applying in writing to the Executive Director and payment of the appropriate fees.

- (5) Upon receipt of an application pursuant to subsection (4) and being satisfied that all outstanding fees have been paid, the executive director shall reinstate the person as a member or associate member, as the case may be.

Privileges

- 5(1) A member or associate member is entitled:
 - (a) to attend, participate in and vote at all meetings of the Association and in elections;
 - (b) to be eligible for appointment to committees of the Association and to stand for, be elected to or appointed to the executive;
 - (c) to receive any notices and newsletters from the Association..
- (2) Notwithstanding subsection (2) an associate member:
 - (a) is not eligible to serve on the Professional Standards Committee or the Discipline Committee.

Notice of Meetings

- 6(1) The President shall call a special meeting of the Association following a written request signed by at least ten (10) members. Such special meeting shall be held within four (4) weeks of the receipt of such a request.
- (2) The Association recognizes and adopts the use of electronic mail to serve notices of meetings of the Association and Executive, as well as notices of special events and other Association business to members of the register at their last known email address.

Professional Standards Committee

- 7(1)(a) Subject to subsection (c), the Executive in accordance with Section 24(1) of the Act shall appoint three (3) members to the Professional Standards Committee.
- (b) Each member shall be appointed to a two (2) year term with eligibility to be reappointed to a second term of two (2) years;
 - (i) for the initial appointment to the Committee, two (2) appointments will be made for two (2) years and one (1) appointment for one (1) year at the annual general meeting;
 - (ii) subsequent appointments will occur at the annual general meeting.
- (c) Following the appointments, the Committee shall appoint one of its members to act as Chairperson and shall communicate the name of the Chairperson to the Executive Director.
- (d) The Professional Standards Committee shall:
 - (i) exercise those duties given to it by the Act;
 - (ii) promote to the membership the Code of Ethics and Association belief statements;
 - (iii) the Committee shall make a report to the members at the annual general meeting regarding its work and activities during the year since the last annual general meeting.

- (e) In the event a vacancy occurs in any appointed position on the Professional Standards Committee, the Executive Director shall issue a call for nominations and the Executive shall appoint one of the nominees to fill the vacancy until the expiry of the term of office of the member who vacated their position on the Committee.

Discipline Committee

- 8(1)(a) The Discipline Committee shall be comprised of:
 - (i) one public representative appointed pursuant to subsection 8(6) of the Act;
 - (ii) two members to be appointed to a term of two (2) years;
- (b) Each member shall be appointed to a two (2) year term with eligibility to be reappointed to a second term of two (2) years;
 - (i) for the initial appointment to the Committee, the public representative will be appointed for three (3) years;
 - (ii) for the initial appointment to the committee, one (1) member will be appointed for two (2) years and one (1) will be appointed for one (1) year at the annual general meeting;
 - (iii) subsequent appointments will occur at the annual general meeting.
- (c) Following the appointments, the Committee shall appoint one of its members to act as Chairperson and shall communicate the name of the Chairperson to the Executive Director.
- (d) The Discipline Committee shall:
 - (i) exercise those duties given to it by the Act;
 - (ii) subject to the Act and the bylaws, the committee shall follow any rules set by the Executive with respect to the conduct of its business and proceedings;
 - (iii) the Committee shall make a report to the members at the annual general meeting regarding its work and activities during the year since the last annual general meeting.
- (e) In the event a vacancy occurs in any appointed position on the Discipline Committee, the Executive Director shall issue a call for nominations and the Executive will appoint one of the nominees to fill the vacancy until the expiry of the term of office of the member who vacated their position on the Committee.

Code of Ethics

Every member in the spirit of cooperation and integrity shall:

- 9(1) Perform all duties to the fullest extent of their capabilities.
- (2) Consider stewardship of a school business official one of public trust and therefore all duties shall be performed with the highest ethical standards that will enhance the honour and dignity of the Association, the Association membership and the employing school boards.

- (3) Ensure that all confidential information that is made available to the member by virtue of their position is not divulges without written permission. Ensure compliance with *The Local Authority Freedom of Information and Privacy Act* and the Regulations pursuant to that Act.
- (4) Avail themselves of information and material that will improve their effectiveness for all matters relating to the business or profession of a school board employee.
- (5) Actively participate in all activities of the Association including liaison with other members in the exchange of information and professional development.

Conduct of the General Affairs of the Association

No member or associate member of the Association shall:

- 10(1)(a) Be or become directly interested or in conflict with any contract entered into by or on behalf of the Association;
- (b) participate directly in the profit or in any benefit arising from a contract entered into by or on behalf of the Association; or
- (c) perform any duty, transact any business or do anything whatever in any character or capacity for or in expectation of any fee, gain or reward for or on behalf of the Association.

Certified True Copy

Date

Approved:

Minister of Learning

Date