

South Texas Association of School Maintenance Officials (STASMO)

Constitution and Bylaws

ARTICLE I NAME OF THE ORGANIZATION.

This organization shall be known as the South Texas Association of School Maintenance Officials synonymously referred to as STASMO.

ARTICLE II PURPOSE.

The purpose of this association shall be to; provide a forum to promote communication among all school officials and vendors involved in the maintenance of their district's facilities located throughout the Rio Grande Valley. The organization shall encourage the exchange of ideas and cooperation between public school district in the areas of maintenance and facility operations. The organization shall work to improve school maintenance and facility policies, procedures, operational standards and equipment on the local, state and national levels.

ARTICLE III MEMBERSHIP AND DUES.

Membership in the organization shall be open to all school officials and vendors involved in school and facility maintenance. The Association shall have three classes of members: **ACTIVE**, **SUPPORTING VENDOR** and **HONORARY**.

ACTIVE. To be an “Active Member” in STASMO an individual must be employed by or retired from, (a) an educational institution or district, or (b) a governmental agency with educational responsibilities in the state of Texas

SUPPORTING VENDOR. “Supporting Vendor” membership shall be open to owners and or employees of reputable business concerns providing products or services that contribute to or enhance school district maintenance and facility operations. “Supporting Vendor” members may attend meetings, participate in discussions but may not vote or hold office.

HONORARY. Any “Active Member” in the Association who retires from his position in the school or has served as a past President may be granted an “Honorary” membership by a majority vote of the membership. “Honorary” members may attend meetings, participate in discussions but not vote or hold office.

Termination. (a) Membership in the organization shall be terminated for non-payment of dues, resignation, failure to comply with requirements for membership, or without cause as determined by the Executive Committee (b) members who miss three consecutive regularly scheduled meetings shall be dropped from the rolls.

Dues and Fees.

ACTIVE Members. Annual dues shall be determined by the Executive Committee and approved by the voting membership. Dues are payable by October 31st and will be considered delinquent by January 31st.

SUPPORTING Vendors. The Executive Committee shall determine the annual dues of supporting vendors.

REGISTRATION and OTHER FEES. The Executive Committee shall determine all other fees.

HONORARY Members. No annual dues are required of honorary members.

ARTICLE IV OFFICERS.

The officers of the organization shall consist of a, (1) President, (2) Vice-President, (3) Secretary and (4) Treasurer.

Nomination. A nominating committee shall present a ballot, with a slate of at least two names for each office (Except the office of President for which the slate will be presented with at least one name). These nominees will be presented to the active members of the organization during the **September** meeting. All candidates for office shall be active members in good standing. Nominees for Vice-President must have a minimum of one year of service with the Association. Any active member may also make nominations from the floor during the first meeting in September. The nominee's consent must be secured, before the nomination is made.

Ties. In the event of a tie between the candidates the Executive Committee shall determine the winner. Active members in good standing may vote absentee before the September meeting, in accordance with the procedure determined by the Nominating Committee and approved by the Executive Committee.

Term of Office. (a) Officers shall serve until the presentation of new officers at the **October** meeting, (b) Officers will serve for a period of two years beginning the month of October when the officers are presented to the membership, (c) An officer will forfeit his office by reason of three consecutive absences from regular scheduled meetings and (d) No elected officers may serve in the elected position for more than two (2) consecutive terms.

ARTICLE V DUTIES OF THE OFFICERS.

President. The President shall preside at all meetings of the organization. The President shall appoint all committees except the nominating committee. The Executive Committee shall approve all committee appointments. The President shall be an ex-officio member of all committees except the nominating committee.

Vice-President. The President-elect shall preside in the absence of the President. The Vice-President shall be responsible for the publication and distribution of the organization's newsletter and compile a written and/or visual record of the South Texas Association of School Maintenance Officials, (STASMO).

Secretary. The secretary shall ensure that an accurate record is kept of all monthly meetings, and meetings of the Executive Committee and that such records shall be posted to the Association website. The secretary shall also prepare and maintain on file a correct list of names and addresses of all members of the organization.

Treasurer. The treasurer shall ensure that an accurate record are kept of receipts and expenditures, and shall expend funds as authorized by the organization. The treasurer shall present an account of all funds at every Executive Committee meeting of the organization. The treasurer will prepare and submit any reports as required to the State. Annually, prior to the final meeting of the year the Treasurer and a minimum of one other members of the Executive Committee and an Active member in good standing will audit the financial of the organization and file a report. The Treasurer will report the results at the final meeting of the year.

ARTICLE VI. COMMITTEES.

Executive Committee. The Executive Committee shall be comprised of the officers of the organization and the immediate past President and a Supporting Vendor selected by his peers.

Nominating Committee. The nominating committee shall consist of the Vice-President and two voting members in good standing appointed by the Executive Committee. The Vice-President will serve as Chairperson of this committee.

Membership Forfeiture. A member of any committee, by reason of three (3) consecutive absences from regular scheduled meetings, may forfeit their membership on that committee by a majority vote of the Executive Committee.

Meetings. Executive Committee meetings shall be called by the President or by a majority of the Executive Committee.

Duties. It shall be the duty of the Executive Committee to act upon matters of business of the organization and to fill vacancies that may arise between elections. The Executive Committee shall approve all committee appointments made by the President. The Executive Committee shall conduct, (in the interim between organization meetings) the duties and responsibilities and be the final authority

for the conduct of the organization in all matters, except as stated otherwise in the Constitution and Bylaws.

Additional Committees. The President, or majority of the Executive Committee, may from time to time appoint additional committees, as they deem necessary. Such committees shall exist only until such time that their purpose is fulfilled.

ARTICLE VII VACANCIES.

President. In the event of a vacancy in the office of President between elections, the President-Elect shall serve to the end of the unexpired term as the acting President.

Vice-President. In the event of a vacancy in the office of Vice-President between elections, the Executive Committee will appoint an active member in good standing who shall serve to the end of the unexpired term as the acting Vice-President.

Secretary. In the event of a vacancy in the office of secretary between elections, the Executive Committee will appoint an active member in good standing who shall serve to the end of the unexpired term as the acting secretary.

Treasurer. In the event of a vacancy in the office of treasurer between elections, the Executive Committee will appoint an active member in good standing who shall serve to the end of the unexpired term as the acting treasurer.

Nominating Committee. In the event of a vacancy in the position of a nominating committee member, the Executive Committee will appoint an active member in good standing.

ARTICLE VIII. MEETINGS.

Regular. The organization shall meet monthly at a time and place determined by the President with the approval of the Executive Committee. The order of business shall include the following: Call to order, report of the treasurer, committee reports, unfinished business, new business, and adjournment.

Special. The President or Executive Committee may call Special meetings of the organization. A special meeting may also be requested by the membership if the request is written, the purpose of the meeting defined and the request signed by at least 10% of the Active members and presented to the Executive Committee or President.

Quorum. The presence of 30% of the registered membership shall constitute a quorum.

ARTICLE VIII PARLIAMENTARY AUTHORITY.

The rules contained in the most current edition of Robert's Rules of Order, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws or special rules of order of this organization.

ARTICLE IX QUORUM.

At least 30% of active members must be present to constitute a quorum for the transaction of business.

ARTICLE X. AMENDMENTS:

This Constitution and Bylaws may be amended at any meeting of the organization by a majority vote of the active members present given the following:

- The item or items must first be proposed to the membership at a scheduled meeting and discussed. Proposed amendments will also be posted on the website at least 7 days before a vote is due.
- The item will then be voted on at the next scheduled meeting of the membership.

Original Constitution and Bylaws adopted, October 31, 2006

AMENDMENTS:

Amended March 27, 2007

Amended February 26, 2008