

BYLAWS OF THE CAPITAL AREA MAINTENANCE AND OPERATIONS AFFILIATE
Established January 22nd 2009



MISSION STATEMENT

Capitol Area Maintenance and Operations (CAMO) is an organization that is committed to the development of a strong unified group of maintenance and operations professionals. CAMO strives to maintain safe and healthy educational facilities supporting students, staff, and communities in the Central Texas Area (ESC Region XIII) in a manner in which they can perform successfully. We adhere to and support the guidelines set forth by the Texas Association of School Business Officials of whom we are an affiliate.

SECTION 1 - NAME

The name of the Affiliate shall be Capital Area Maintenance and Operations.

SECTION 2 - MEMBERSHIP

Membership in the Affiliate shall consist of active, institutional, vendor, and life members.

- Active membership shall be open to business officials and school administrators who supervise business activities from public schools, non-public schools, and agencies/organizations that work with public schools, such as state agencies, state boards, state commissions and 501 (c) 3 corporations. This may also include superintendents of schools, and college and university instructors teaching or working in the school business or operations management field. Active members shall be voting members.
- Institutional membership shall be open to employees from public schools, non-public schools, and agencies/organizations that work with public schools, such as state agencies, state boards, state commissions and 501 (c) 3 corporations.
- Vendor members shall be non-voting members who do not meet the other membership category requirements. This membership category includes vendors who provide goods and services to school districts. Vendor members may not serve on the Board of Directors.
- Life members shall be approved by the Board of Directors and as qualified by the constitution of the Association. Life members have the same privileges as Active Members, including the right to vote.

SECTION 3 – OFFICERS

(The Affiliate must have at least 3 officers who will be considered as the Board of Directors)

OFFICERS: The officers of the Affiliate shall consist of a President or Chair, Vice-President, Secretary and Treasurer. The Officers shall serve for a period of one year beginning September 1 and ending the following Aug 31. The Office of Secretary shall be the only elected office. The Officers shall rotate through each role from Secretary through President.

PRESIDENT: The President shall preside at all meetings of the Affiliate. The President shall have general supervision of the affairs of the Affiliate. The president or his designee distributes information received from TASBO headquarters to all affiliate members. The President serves as an advisory liaison to the

TASBO Governmental Relations Standing Committee. The President shall ensure that Affiliate members are notified of meeting dates and locations. The President shall appoint all committees not otherwise provided for, and shall be an ex-officio member of all committees.

VICE-PRESIDENT: The Vice-President shall exercise all the functions of the President in the absence of the President and shall be responsible for the development presentation of programs presented at the affiliate meetings.

TREASURER: The Treasurer shall keep all records of financial transactions of the Affiliate, make all bank deposits in a timely manner, and report the financial status of the Affiliate to the membership on a regular basis. The treasurer is responsible for ensuring that the employer identification number (EIN) and depository bank information is on file at TASBO headquarters.

SECRETARY: The Secretary shall keep a record of all official correspondence of the Affiliate, update the web page, and serve all necessary notices after the same have been approved by the President, and make a full report of the transactions of the Affiliate at each meeting.

SECTION 4 – MEETINGS

The Affiliate will meet 9 times per year.

SECTION 5 – DUES

Active Member - \$10
Institutional Membership - \$20
Vendor Member - \$250
Lifetime Member – None

SECTION 6 – ELECTION AND VOTING

Election of Secretary shall be held each year between May and August to assure that the officers will be able to assume their responsibilities at the beginning of September. The office of Secretary will be determined by a majority vote of active affiliate members in attendance at the meeting during which the election is held. In the event of a tie vote, the winner will be determined by the drawing of lots. **The Affiliate President must be a member of TASBO.**

SECTION 7 - MEMBERSHIP YEAR AND FISCAL YEAR

The membership year and fiscal year shall be from January 1 of one year to December 31 of the following year.

SECTION 8 – BYLAWS CHANGES

Changes or additions to the bylaws may be made by a majority vote of the affiliate members in attendance at a meeting, provided that notice of the proposed changes or additions are provided to all affiliate members at least thirty (30) days prior to the meeting where the vote will be taken.

SECTION 9 – CODE OF ETHICS

The Capital Area Maintenance and Operations member is a professional dedicated to public service in the schools of this state. As a professional one's professional behavior must conform to a code of ethics. The code must be idealistic and practical as applied to members of our profession. School business

officials acknowledge that the schools belong to the public and are created for the purpose of offering equal educational opportunity to all citizens of this state. School business officials shall assume the responsibility of providing leadership and expertise as business officials to maintain exemplary standards of conduct both professionally and morally. It is understood that the business official's actions are observed and appraised by students, fellow professionals and members of the community. Therefore, and to these ends members of Capital Area Maintenance and Operations subscribe to the following statements of standards.

THE CAPITAL AREA MAINTENANCE AND OPERATIONS MEMBER:

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern his activities and does not knowingly belong to any organization which advocates the overthrow of our form of democratic government.
4. Implements to the best of his ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of his position for personal gain through influence politically, socially, or economically
6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Accepts academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.

SECTION 10 – STANDARDS OF CONDUCT

Now, especially, in this age of accountability, when the activities and conduct of school business officials are subject to greater scrutiny and more severe criticism than ever before, Standards of Conduct are in order. The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

The Capital Area Maintenance and Operations member will:

1. Support the goals and objectives of the employing school system, charter school or governmental entity.
2. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.
3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the employing organization.
6. Refrain from publicly criticizing board members, administrators or other employees.

7. Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the Capital Area Maintenance and Operations member will:

1. Conduct business honestly, openly and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.
9. During any Capital Area Maintenance and Operations event, no alcoholic beverages will be provided by CAMO or any vendor.

In relationships with colleagues in other districts, charter schools, governmental entities and professional associations, it is expected that the Capital Area Maintenance and Operations member will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate, but refrain from taking over any association.
5. Refrain from using any organization or position of leadership in it for personal gain.

SECTION 11 – VIOLATION OF CODE OF ETHICS OR STANDARDS OF CONDUCT

1. Any member in good standing may file a grievance with the Affiliate Directors of the Capital Area Maintenance and Operations against any other member in good standing who has knowingly violated the Code of Ethics or Standards of Conduct of this association.
2. The Affiliate Directors upon receipt of a grievance will decide, based upon evidence submitted, whether or not to have a hearing regarding the grievance.

3. If a hearing is held, the Affiliate Directors will notify the parties and members involved of the time and place of the hearing which will be private and not open to the public. Notices shall give all parties a reasonable length of time to prepare.
4. Based upon the evidence and facts presented to the Affiliate Directors and based upon the seriousness and degree of the violation, the Affiliate Directors will decide upon the proper punishment, if any of the member or members.

The Bylaws set out above were adopted on the 14th day of December, 2017, by Capital Area Maintenance and Operations.



Clayton Wright
President 2017 – 2018

7/13/18